

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

9.11 PARENTAL LEAVE

Classification: Personnel -
Robarts Clinical Trials - Eligible
Staff

Effective Date: 01JUL08

Supersedes: (New)

POLICY

- 1.00 Parental Leave is a flexible 35 weeks leave of absence available to each parent of a newborn or newly adopted child. Any queries concerning this policy should be directed to the Department of Human Resources.
- 2.00 Following 13 weeks of continuous service with the University, a member of staff is eligible for Parental Leave.
 - 2.01 A staff member shall provide the immediate supervisor with as much advance notice as possible of the anticipated date on which the leave is to commence, but in any case a minimum of 2 weeks notice, in writing, is required.
 - 2.02 Before going on Parental Leave, a staff member will contact the Department of Human Resources to schedule a counselling session for assistance with the completion of appropriate documentation.
 - 2.03 Provided notification under item 2.01 above has occurred, Robarts Clinical Trials will initiate the appropriate documentation to be forwarded to the Payroll/Records section of the Department of Human Resources.
- 3.00 Only 35 weeks of the total Parental Leave period may be eligible for E.I. benefits. These benefits may be claimed by one parent or shared between both parents.
 - 3.01 A staff member on Parental Leave for the adoption of a child may qualify for additional benefits under the University's Supplemental Employment Insurance Plan (S.E.B.).
- 4.00 For the mother of a newborn child, the Parental Leave must be taken immediately following the Pregnancy Leave unless the child has not come into the full custody, care and control of a parent for the first time.
 - 4.01 For the spouse of the mother in 4.00 above, the Parental Leave must commence within 52 weeks after the child is born or comes into the full custody, care and control of a parent for the first time.
- 5.00 For the parents of a newly adopted child, the Parental Leave must start within 52 weeks after the child comes into the full custody, care and control of a parent for the first time.
- 6.00 Vacation and seniority continue to accumulate during Parental Leave. All group insurance benefits normally fully paid by the University will be continued during the leave. Benefits such as Basic Life Insurance, Dependent Life Insurance, Optional Life Insurance, Voluntary Personal Accident Insurance and Pension may be continued by the staff member by arranging payment of the employee portion of the cost.
 - 6.01 If the staff member's last performance plan and review was completed more than 9 months prior to the commencement of the Parental Leave, a formal written plan and review will be conducted by the immediate supervisor before the staff member goes on leave.
 - 6.02 Absence in the year under consideration due to a Parental Leave to care for a newborn or newly adopted child is not grounds for the staff member to receive a pro-rated selective salary increase. The increase must be given in full.

- 7.00 A staff member who is on Parental Leave shall be apprised at the earliest opportunity of any changes in Robarts Clinical Trials that have a direct impact upon the staff member's position.
- 8.00 Upon return to work, the member of staff is to return to the same position and salary. If the same position no longer exists, the staff member will be placed in a comparable position in terms of work setting, responsibility and salary. If no comparable position exists, the member of staff will be provided those rights contained in the Position Elimination Policy (9.17).
- 9.00 A staff member may wish to apply, for reasons of child care, for reduced responsibility in accordance with the Reduced Responsibility Policy (9.14).