

<b>Title</b>	<b>Maternity and Parental Leave</b>		
<b>Classification</b>	Administrative	<b>Oversight &amp; Responsibility</b>	Office of the VP & CFO; Human Resources
<b>Category</b>	Human Resources & Employment	<b>Effective Date</b>	2018 Aug 01
<b>Approval</b>	Executive	<b>Policy No</b>	1035

This policy is applied in a manner consistent with applicable statutory and legal obligations, including university collective agreements and terms of employment.

**NOTE:** The most up-to-date versions of our policies are posted on the policy & procedure website. If you've printed this policy, check the website to be sure you have the current version.

## Policy Statement

Aligned to our core value of Caring, and our commitment to being “a workplace of choice supporting professional and personal success”, Royal Roads University supports employee parents in taking time away from our workplace to care for their newly born or newly adopted children.

## Leave Entitlements

University employees are entitled to take maternity leave and parental leave in accordance with the BC Employment Standards Act. Employees may be entitled to Employment Insurance benefits while they are on maternity and/or parental leave.

Employees planning to take maternity and/or parental leave are encouraged to review the relevant [federal](#) and [provincial](#) informational resources, refer to the University's Maternity and Parental Leaves Policy Summary and consult with their HR Consultant.

### Maternity Leave

An employee who is pregnant is entitled to take up to seventeen (17) consecutive weeks of maternity leave, which may begin at any time up to thirteen (13) weeks prior to the expected date of delivery. Federal Employment Insurance benefit provisions for maternity leave may differ in weeks from provincial policy and legislation (see Employment Insurance (EI) Benefits below).

### Parental Leave

A birth mother who has taken maternity leave is entitled to take up to sixty-one (61) consecutive weeks of parental leave, which must begin immediately after the maternity leave.

Other parents are entitled to take up to sixty-two (62) consecutive weeks of parental leave, which must begin within seventy-eight (78) weeks of the child's birth. In the case of adopting parents, the sixty-two (62) weeks of leave must be commenced within seventy-eight (78) weeks of the date the child is placed with the parent.

Federal Employment Insurance benefit provisions for parental leave may differ in weeks from provincial policy and legislation (see Employment Insurance (EI) Benefits below).

## Employment Insurance (EI) Benefits

Eligibility for EI maternity and parental benefits, and the amount of benefit paid to parents, is determined by federal EI policy and legislation.

Employees are strongly encouraged to inform themselves about EI benefit eligibility, benefit amounts and the application process prior to initiating a claim. Information can be found on the Government of Canada website at: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>

EI requires that a one (1) week waiting period is served by one parent receiving EI maternity and/or parental benefits. There is only one waiting period per family, which means that if two parents are sharing parental leave benefits only one is required to serve the EI waiting period. In most cases, this will be the birth mother, who will have served a waiting period at the beginning of her maternity leave.

## **RRU Supplementary Benefits**

RRU provides benefits, supplementary to confirmed and documented maternity and/or parental EI benefits, to regular ongoing employees who will satisfy the return to work requirement (see Return to Work below) as follows:

### **Waiting Period (WP) Bridging Benefit**

The University will pay 100% of the employee's regular gross weekly earnings for the one (1) week unpaid EI waiting period.

### **Maternity Top-up Benefit**

For employees who qualify for EI maternity leave benefits, the University will pay the difference between 95% of the employee's regular gross weekly earnings and the amount of weekly EI benefit earnings the employee is confirmed and documented to be receiving from EI for up to fifteen (15) weeks following the expiry of the one (1) week waiting period.

### **Parental Top-up Benefit**

Standard Parental Leave: For employees who opt for standard EI parental leave benefits, the University will pay the difference between 95% of the employee's regular gross weekly earnings and the amount of weekly EI benefit earnings the employee is confirmed and documented to be receiving from EI for a period of up to ten (10) weeks following the expiry of the one (1) week waiting period (if applicable). Top-up will not be provided for the remainder of the parental leave.

OR

Extended parental leave: For employees who opt for extended parental leave benefits, the University will pay the difference between 73% of the employee's regular gross weekly earnings and the amount of weekly EI benefit earnings the employee is confirmed and documented to be receiving from EI for a period of up to ten (10) weeks following the expiry of the one (1) week waiting period (if applicable). T2006op-up will not be provided for the remainder of the parental leave.

### **Return to Work (RTW) Bridging Benefit**

At the end of the employee's leave for which EI benefits under their claim have been paid to completion, the University will pay 100% of the employee's regular gross weekly earnings for an additional one (1) week prior to the employee returning to work.

### **Probationary Employees**

An employee who commences maternity and/or parental leave while on probation in a regular full-time or regular part-time position shall be provided RRU Supplementary Benefits in a lump sum after the employee has returned to work and successfully completed their probation period.

### **Temporary and Casual Employees**

Temporary and casual employees taking maternity and/or parental leave are not eligible to receive RRU Supplementary Benefits.

## Benefit Coverage, Vacation, and Pension

While an employee is on maternity and/or parental leave, the University will continue to contribute the applicable premiums under the University's group benefit plans. Should the employee wish to continue Optional Life coverage, post-dated cheques shall be required from the employee for the period of leave to be covered.

Vacation entitlement and sick leave benefit accruals will continue during the maternity and/or parental leave period.

For employees participating in either the College Pension Plan or the Municipal Pension Plan, upon returning to work, there is a time-limited option to purchase service for periods where no or reduced contributions have been made.

Employees planning to request maternity and/or parental leave should consult with their HR Consultant for more information to understand their benefits while on leave.

## Return to Work

Employees who have received RRU Supplementary Benefits must return to work for a minimum of twelve (12) months of continuous service (at or equivalent to their pre-leave work schedule/FTE) following maternity and/or parental leave. If an employee who has received RRU Supplementary Benefits does not return to work or leaves the University's employ prior to completing twelve (12) months of service, they will be required to re-pay the RRU Supplementary Benefits they received on a pro-rata basis, with repayment reduced 1/12<sup>th</sup> for every month of service completed following the employee's return to work.

## Leave Request Process

At least four (4) weeks prior to the planned commencement of the leave, the employee should complete the RRU's Maternity & Parental Leave Form and submit it to their supervisor for signature endorsement and forwarding to Payroll.

## Related Documents and Information

### Related Other Sources

- [Appendix "A" – Maternity and Paternal Leave Summary](#)
- [Maternity and Paternal Leave form](#) (requires sign-in)

## Review and Revision History

Date	Action
2006-Jan-01	Approved by Executive
2018-Aug-01	Revised; current published version
2021-Oct-12	Transfer to new template; no content change except added summary as appendix
<b>Next Review</b>	
2021-Aug-01	For review

**Maternity and Paternal Leave Summary**

RRU Supplemental Waiting Period (WP) bridging benefit	Maternity (if applicable)	Parental - 2 options: 1) Standard: Up to 37 weeks or 2) Extended: 63 weeks	Remainder of Parental – 2 options:	RRU supplemental Return to Work (RTW) bridging benefit	Total leave period
RRU pays*	RRU + EI pays	RRU + EI pays	EI pays	RRU pays	
1 week RRU bridging benefit during EI waiting period  = 100% pay from RRU	15 weeks EI benefit + <b>Maternity top-up benefit from RRU = 95% total pay</b>	10 weeks EI benefit + <b>Parental top-up benefit from RRU</b>  1) =95% total pay or 2) =73% total pay	1) Up to 25 weeks at 55% (or to EI max) pay from EI only or 2) 51 weeks at 33% (or to EI max) pay from EI only	1 week return to work bridging benefit = 100% pay from RRU	1) <b>Up to 52 weeks</b> (37 weeks if Parental only) <b>Or</b> 2) <b>78 weeks</b> (63 weeks if Parental only)

\*Only payable if EI waiting period is required to be served (there is only one waiting period per family).

**Employment Insurance (EI):**

- 1 week EI waiting period is unpaid by EI.
- The basic benefit rates of 55% or 33% of **average insured earnings** are up to a **maximum weekly** amount as determined by EI annually.
- EI payments are taxable income, meaning federal and provincial taxes will be deducted at source by EI.

**RRU Benefits:**

- Waiting Period (WP) Bridging benefit: 100% regular earnings during the 1 week unpaid EI waiting period as RRU bridging benefit if RRU employee is required to serve waiting period.
- Maternity Top-up benefit (if applicable) of EI benefits for 15 weeks to 95% of regular earnings.
- Parental Top-up benefit of EI benefits for 10 weeks to either 95% or 73% of regular earnings (% amount is based on option selected – Standard or Extended).
- Top-up payments are taxable income, meaning federal and provincial taxes will be deducted at source by RRU.
- No top-up is paid during remaining weeks of EI benefit claim.
- If satisfying the return to work requirement, RRU will offer a Return to Work (RTW) bridging benefit of 100% regular earnings for 1 week following the EI benefit claim period (for example: for week 52 of a maternity + parental combined leave EI claim when parental leave option 1 is selected).
- *Health Benefits:* MSP and Manulife coverage continue throughout the approved leave period.

- *Vacation entitlement:* Vacation time continues to accrue during the approved leave period.
- *Sick benefit:* Sick time continues to accrue during the approved leave period.
- *Pension:* Top-up payments are pensionable earnings, meaning College or Municipal pension plan members will continue to contribute to their respective plans and RRU will submit employer contributions accordingly. There is a time-limited option to purchase service upon return to work.
- If the employee does not return to work for at least one year of equivalent pre-leave work schedule/FTE following maternity and/or parental leave, the bridging and top-up benefits must be repaid to RRU in full; if the employee returns to work but does not complete the equivalent of one year's pre-leave service, their repayment of bridging and top-up benefits will be reduced by 1/12<sup>th</sup> for every month of service completed.
- To apply for maternity and/or Parental leave, the employee should complete the Maternity & Parental Leave Request Form then submit it to their supervisor for signature endorsement and forwarding to Payroll for processing.
- Information relating to EI Maternity and Parental benefits is available online here: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>
- The employee can begin an online EI claim for maternity and parental benefits immediately following their last day of work.
- On or shortly following their last day of work, the employee's Record of Employment (ROE) will be issued by RRU Payroll and will be submitted directly to Service Canada.
- EI will issue a confirmation statement to the employee once the claim is approved which must be sent in to RRU Payroll so that Payroll can adjust the top-up benefit amount to the appropriate % of earnings.