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- 7. Provided that the discussion with the department head or designate has taken place as outlined above, the Department shall obtain a Leave of Absence Request form. Upon completion, the form should be remitted to the employee's Human Resources Advisor one month prior to the commencement of the leave.
- 8. The employee should then contact their Human Resources Advisor to arrange an appointment to discuss benefit continuation and payment procedures during the Pregnancy and/or Parental Leave.
- 9. Should an employee take an additional leave from the University following their Pregnancy and/or Parental Leave, such as a Leave of Absence Without Pay, the same expectation will apply upon their return to work from that leave.
- 10. Both service credit and vacation entitlement continue to accrue while the employee is on Pregnancy and/or Parental Leave. Upon return to work the employee will be entitled to the same amount of vacation days as if they had worked. With the permission of the department head, this time may be added on to the end of the Pregnancy and/or Parental Leave. Service and vacation entitlement, however, will be prorated by the amount of additional time an employee may be granted under the Leave of Absence without Pay policy outside of any entitlement Pregnancy and/or Parental Leaves.

11.

Appendix A:

Pregnancy and Parental Leave with Top-Up Benefits					
(a) General		egnancy Leave with Top-up Benefits constitutes Pregnancy Leave for the oses of the entitlements to Pregnancy Leave			
	ii) Parental Leave with Top-up Benefits constitutes Parental Leave for the purposes of the entitlements to Parental Leave.				
(b) Definitions:	Pregnancy Leave with Top-up Benefits: a Pregnancy Leave that is financially supported by the University, with top-up benefits as outlined above, for up to 10 weeks.				
	Parental Leave with Top-up Benefits: a Parental Leave that is financially supported by the University, with top-up payments as outlined above, for up to 15 weeks.				
	Employment Insurance Maternity Benefit: Employment Insurance Benefit of up to 15 weeks for the person giving birth.				
	Employment Insurance Standard Parental Benefit: Employment Insurance Benefit of up to 35 weeks if the employee took Pregnancy Leave or up to 37 weeks if the employee did not take Pregnancy Leave.				
	Employment Insurance Extended Parental Benefit: Employment Insurance benefit of up to 61 weeks if the employee took a Pregnancy Leave or up to 63 weeks if the employee did not take Pregnancy Leave.				
	Pregnancy Leave with Top-up Benefits	Parental Leave with Top-up Benefits			

7 weeks of Pregnancy Leave Without Top-up Benefits and may apply for Standard Parental Leave or Extended Parental with or without top-up.

(ii) Weeks 2 to 15:

A payment equivalent to the difference between 100% of the normal basic earnings and the