

## Manual of Administration

<b>TOPIC:</b> Human Resources	<b>SUBJECT:</b> Maternity/Parent Leave	<b>Code: HR130</b>
		<b>Date of Issue: 10/99</b>
		<b>Revised: June 2008</b>
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**PURPOSE:** To clarify maternity/parental leave.

Employees are requested to notify their supervisor as soon as possible of approximate leave dates for a maternity or parental leave in order that the employer may have the opportunity to find replacements through a competition process.

A final leave date must be finalized two weeks in advance of the leave as per Employment Standards Act.

Once a final leave date is set the supervising Manager will write a letter confirming:

- the leave date
- the return date
- the date the employee is to contact his/her supervisor to set up an appointment to discuss the return schedule and to review a final product which will be developed together.
- that while efforts will be made to have schedule remain similar however the exact schedule cannot be guaranteed due to changes in individual support, operational needs of the agency or collective agreement provisions.