

# **Burk's Falls Armour & Ryerson Union Public Library Board Policy Manual**

**Section: Personnel;**

**Number: F-IV-10**

IV. Employment Conditions and Benefits

**Title: Parental Leave (Unpaid)**

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**Adopted:** February 21, 2018

**Reviewed:**

**Revised:**

## **Policy**

In accordance with the Employment Standards Act, employees who have taken pregnancy leave (birth mothers) are entitled to sixty-one weeks without pay. All other eligible employees are entitled to a parental leave of sixty-three (63) weeks without pay. The employee will have been employed by Burks Falls, Armour & Ryerson Union Public Library for at least thirteen (13) weeks prior to the leave. The leave must start within seventy-eight weeks of the day on which the child was born or came into the employee's custody, care and control for the first time.

Employees are entitled to be reinstated to the same position held before the leave if it still exists, or to a comparable position if it does not.

## **Procedures**

1. Request for parental leave must be submitted in writing to the CEO as much in advance as possible, but at least four (4) weeks before the anticipated start of the leave. The request must include the anticipated start date of the parental leave. Any changes to the start date require two (2) weeks' notice before the start of the leave.
2. If the leave is to accommodate the adoption of a child, the employee should inform the CEO as soon as possible that these plans are underway and that a placement could occur at any time.
3. While on parental leave, vacation and sick time will continue to accrue; as well, seniority and anniversary date will be unaffected by the leave.
4. The employee will provide the CEO with at least four (4) weeks written notice of his/her intended return date.
5. The employee will return to the same or equivalent position with equivalent salary as if he/she had worked throughout the leave. An employee on parental leave will not be terminated or laid-off due to the parental leave.
6. For the purposes of this policy, parent includes birth parent; adopting parent, whether the adoption has been legally finalized; and a person who is in a relationship with a parent or with a child and who plans on treating the child as his/her own.