

## Parental Leave Policy

Policy #: HR.11-03

Sub-Topic: Total Rewards

Topic: Employee Attraction and Retention

Applies to: All Employees

## Policy Statement and Strategic Plan Linkages

The Town supports employees' family and parenting well-being needs by providing employees with the opportunity to take a parental leave of absence in accordance with provincial legislation. This Policy aligns with Newmarket's vision of a community well beyond the ordinary through the Town's mission of making Newmarket even better in all five Strategic Plan directions, particularly Living Well and Well- Equipped and Managed.

## Purpose

This policy outlines the time off available to employees who are eligible for parental leave in accordance with applicable legislation as well as any additional benefits provided by the employer.

This Policy is to be actioned by the Parental Leave Procedure that outlines employee and employer responsibilities.

## Definitions

Parent: a person who:

- is the natural parent of a child;
- adopts a child;
- becomes a step-parent;
- is in a long-lasting relationship with the child's other parent and intends to treat the child as his or her own. This also applies to same-sex couples.

Parental Leave: an unpaid leave of absence by a parent in accordance with the Employment Standards Act (ESA).

## Provisions

Parental Leave Eligibility: Full-time and part-time employees who have at least 13 weeks continuous service before the date the parental leave is expected to start, may be eligible to take parental leave from the Town in accordance with the Employment Standards Act (ESA).

Parental Leave Benefit: Employee's parental leave of absence is either:

- 35 weeks or 61 weeks if the parent also took a pregnancy leave; or
- 37 weeks or 63 weeks if the parent did not take a pregnancy leave;

- Must be taken all at one time and no later than 52 weeks after the baby is born or first comes into the parents' care.
- A birth parent's parental leave generally starts when the pregnancy leave ends except in exceptional/unusual circumstances.

Health Benefit: Employees may continue to participate in benefits currently paid for entirely or partially by the Employer, including:

- Life Insurance
- Dental Plan
- Extended Health Care
- Vision Care Plan
- Long-term Disability Plan
- Accidental Death & Dismemberment
- Optional Life Insurance

## **Cross-References**

Corporate Procedure:

Parental Leave Procedures HR-11.03-001 (includes information on Provincial provisions)

Corporate Policy:

Vacation HR-3.01

Benefits Policy HR-6.01

Pregnancy Leave Policy HR-11.02

Service Recognition HR-8.03

Salary Progression HR.9-02

Other Government Legislation:

[Employment Standards Act, 2000 \(ESA\)](#)

[Ontario Human Rights Code](#)

[Personal Health Information Protection Act](#)

[Personal Information Protection and Electronic Documents Act \(PIPEDA\)](#)

## **Contact**

Human Resources Department or at [hr@newmarket.ca](mailto:hr@newmarket.ca)

## **Policy Details**

Approved by: Chief Administrative Officer

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Council Approval Date: March 21, 2001

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