



UCQ  
Maternity Leave for Canadian -Hire Employees

Classification  
Human Resources

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Purpose

2006.

- d) <sup>3</sup> ( P S O R \ P H Q W , Q V X U H D O A n d F i n a n c i a l S u p p o r t f r o m Service Canada provided to residents of Canada from Service Canada who are pregnant, have recently given birth, are adopting a child, or are caring for a newborn.
- e) <sup>3</sup> + R X V B e n e f i t ' U H I H U V W R W K H D F F R P P R G L C O N Project for occupation by Canadian-Hire Employees.
- f) <sup>3</sup> 0 D W H U Q L W \ / H D Y H ' P H D Q V W K H Z H H I female Canadian-Hire Employee is entitled to take before, at, and after she gives birth.
- g) <sup>3</sup> 6 D O D P H D Q V W K H E D V L F V D O D U \ S D L G not include:
  - i. market supplements;
  - ii. overseas premium; and
  - iii. transportation allowance.
- h) <sup>3</sup> 8 & 4 ' P H D Q V W K H 8 Q L Y H Q u a l W \ R I & D O J

Policy Statement

4 Eligibility for Leave

- 4.1 Female Canadian-Hire Employees with at least six (6) months of continuous service are eligible for Maternity Leave.
- 4.2 Eligible Canadian-Hire Employees will be granted Maternity Leave for a period of up to eighteen (18) consecutive weeks.
- 4.3 The Maternity Leave may be granted at any time during the twelve (12) weeks immediately preceding the estimated date of delivery.
- 4.4 The Canadian-Hire Employee will provide the Appropriate Manager with a minimum of two (2) weeks written notice of the date on which the Maternity Leave is expected to commence.

Top Up Benefit s

**Academic Staff**

- 4.5 The University will provide a benefit equal to the difference between the amount the Canadian-Hire Employee would receive if eligible for Employment Insurance maternity benefits and 100% of the Canadian-Hire Employee ¶ salary for a period of up to eighteen (18) weeks.

**Management and Professional Staff/Support Staff**

- 4.6 The University will provide a benefit equal to the difference between the amount the Canadian-Hire Employee would receive if eligible for Employment Insurance maternity benefits and 95% or 70% of the Canadian-Hire Employee ¶ V V D O D U \ D V I R O O R Z V
  - a) Canadian-Hire Employees with greater than three (3) months of employment, but less than one (1) year will receive 95% of salary for each of the first twenty (20) work days and 70% of salary after that to a combined maximum of eighteen (18)



Responsibilities

5 *Appropriate Manager*

- ensure compliance with this policy.

*Approval Authority*

- ensure appropriate rigour and due diligence in the development or revision of this policy.

*Implementation Authority*

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