

	<b>Policy 14</b> <b>Pregnancy and Parental Leaves (including Adoption)</b> <a href="http://www.adm.uwaterloo.ca/infosec/Policies/policy14.htm">http://www.adm.uwaterloo.ca/infosec/Policies/policy14.htm</a>	<b>Policy 39</b> <b>Leaves of Absence for Staff Members</b> <a href="http://www.adm.uwaterloo.ca/infosec/Policies/policy39.htm">http://www.adm.uwaterloo.ca/infosec/Policies/policy39.htm</a>		<b>Policy 59</b> <b>Reduced Workload</b> <a href="http://www.adm.uwaterloo.ca/infosec/Policies/policy59.htm">http://www.adm.uwaterloo.ca/infosec/Policies/policy59.htm</a>		
		<b>Unpaid Leave</b>	<b>Deferred salary</b>	<b>Temporary Reduced Workload</b>	<b>Reduced Workload to Retirement</b>	
Eligibility	Regular employee for at least 6 months prior to leave Appointment duration: 2 or more years, or extends at least 6 months beyond end of leave Must return to work for equivalent of 6 months full-time	Regular staff position	Regular staff position	Regular staff position	Age 45 with 10 years uninterrupted full-time service immediately prior to reduced load	
Type of Leave	Maternity leave: 52 weeks (17 weeks maternity + 35 weeks parental) Parental leave: 37 weeks Adoption leave is considered parental leave	Normal maximum of 12 months leave No salary	6 to 12 months leave Self-funded: salary deferred for 3 to 6 year period Deferred salary depends on time off and funding required	Initial period maximum of 2 years Reduction limit of 50%	Reduction limit of 50% for max 17 year period or age 71; whichever is earlier. <b>Declaration of irrevocable retirement date is required.</b>	
Implications for Benefits and Pensions	Benefits continue, Pension may continue, HR will bill costs Vacation credits continue to accrue <u>Maternity leave:</u> 6 weeks of birth leave (100% salary) + 17 weeks of top-up (95% salary integrated with EI) <u>Parental leave:</u> 10 days of paid leave <b>OR</b> 17 weeks of top-up (95% salary integrated with EI) If both parents are UW employees, 17 weeks of top-up may be shared. UW will pay <u>max</u> of 17 weeks of top-up benefits per pregnancy/adoption.	Benefits continue, unless employee signs waiver Vacation does not accrue for periods longer than 10 days Pension based on nominal salary	Benefits continue Vacations does not accrue during leave period Pension based on nominal salary  Taxes paid on interest earned in trust account and on deferred monies paid out during unpaid leave	Health and dental as if full-time Life based on nominal salary Pension based on nominal salary, subject to CRA max LTD premiums based on nominal salary Sick leave based on actual salary Vacation pro-rated	Health and dental as if full-time Life based on nominal salary Pension based on nominal salary, subject to Canada Revenue Agency maximum LTD and sick leave based on actual salary Vacation pro-rated	
Approvals and Paperwork	Pregnancy/Adoption/Parental Leave Form 1311-12 Form signed by: - Employee - Manager or Supervisor	Staff Leave of Absence Request form signed by: - Manager or Supervisor - Dept Head or Chair - Sr. Administrative Officer (if leave is over 4 months)	Staff Leave of Absence Request Form signed by: - Manager or Supervisor - Dept Head or Chair - Sr. Administrative Officer (if leave is over 4 months)	Reduced Workload Request form - Manager or Supervisor - Dept Head or Chair - Sr. Administrative Officer (if leave is over 4 months)	Reduced Workload Request form signed by: - Manager or Supervisor - Dept Head or Chair - Sr. Administrative Officer -VP Academic & Provost	
Considerations	Return to work for 6 months is required to retain top-up Changes require 1 month written notice		Changes require 6 months written approval by VP, Academic & Provost Deferred salary max: 33.33%;	Trial situation, can be changed Leave may be extended to maximum of 4 years After 4 years, return to full-time or switch to part-time	Considered permanent Changes are difficult	
Nominal salary = regular full-time salary vs. actual salary being earned						
<b>Family Medical Leave</b> Employment Standards provide up to 8 weeks of unpaid leave Employment Insurance provides up to 6 weeks of benefit (2 week wait period)		<b>Emergency Leave</b> 1 to 3 days a year: normally with pay Vacation or unpaid leave At Dept Head or Supervisor's discretion Staff Relations Coordinators available for consultation Employment Standards provide 10 unpaid days/year		<b>Bereavement Leave</b> 1 to 4 days: with pay - immediate family: 4 days -distant family: 1 day	<b>Family Caregiver Leave</b> -8 weeks unpaid leave per calendar year	<b>Study Leave</b> Longer than typical conference or short course Full or partial salary Approval required by Dept Head or Chair <b>and</b> VP, Academic & Provost Request judged on the benefit to UW