| Considerations | Policy 14  
Pregnancy and Parental Leaves (including Adoption)  
Leaves of Absence for Faculty Members  
http://www.adm.uwaterloo.ca/infosec/Policies/policy3.htm | Policy 59  
Reduced Workload  
http://www.adm.uwaterloo.ca/infosec/Policies/policy59.htm |
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<tr>
<td><strong>Eligibility</strong></td>
<td><strong>Unpaid Leave</strong></td>
<td><strong>Temporary Reduced Workload</strong></td>
<td><strong>Reduced Workload to Retirement</strong></td>
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</tbody>
</table>
| Type of Leave | Maternity leave: 52 weeks (17 weeks maternity + 35 weeks parental)  
Parental leave: 37 weeks  
Changes require one month written notice  
Adoption leave is considered Parental leave | Normal maximum of 12 months leave  
No salary | Initial period maximum of 2 years  
Reduction limit of 50%  
Reduction limit of 50% |
| Implications for Benefits and Pensions | Benefits continue, Pension may continue, HR will bill costs  
Maternity leave: 6 weeks of birth leave (100% salary) + 17 weeks of top-up (95% salary integrated with EI)  
Parental leave: 10 days of paid leave OR 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 max of 17 weeks of top-up benefits per pregnancy/adoption. | Benefits continue, unless employee signs waiver  
Pension based on nominal salary, unless employee signs waiver  
HR will bill costs | 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 |
| Approvals and Paperwork | Pregnancy/Adoption/Parental Leave Form 1311-12  
Form signed by:  
- Employee  
- Chair | Faculty Request for Leave form signed by:  
- Employee, Chair, Dean, VP Academic/Provost | Faculty Request for Leave form signed by:  
- Employee, Chair, Dean,  
-VP Academic/Provost |
| Considerations | Teaching duties reduced in proportion to leave, e.g., leave 6 months would equal 50% reduction in teaching for year. Sequence of teaching and research terms determined in consultation with the Chair and Dean. Sabbatical leave credits including credit for teaching terms will be earned during maternity/parental leave. Sabbatical leave: should a maternity/parental leave begin during a sabbatical leave, the missed portion of the sabbatical leave will be rescheduled within next 3 year period in consultation with Dean/Chair. Tenure: probationary period and time to tenure decision will be extended by one year upon request to Dean. Maximum extension is one year for each such leave occurring during probationary period. | Extension of unpaid leave may be granted for no more than an additional year in exceptional cases. | Trial situation, can be changed  
Leave may be extended to maximum of 4 years  
After 4 years, return to full-time or switch to permanent fractional load position |

**Miscellaneous Leaves**

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<tr>
<th>Type of Leave</th>
<th>Description</th>
<th>Form Signed by</th>
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</table>
| **Compassionate Care Leave** | Canada Labour Code provides up to 28 weeks of unpaid leave  
Employment Insurance provides up to 26 weeks of benefits (2-week wait period) | UW Secretariat  
http://www.adm.uwaterloo.ca/infosec/index  
UW Human Resources  
http://www.hr.uwaterloo.ca  
ext. 35840 (Client Support) |
| **Emergency Leave** | 1 to 3 days a year: normally with pay  
Vacation or unpaid leave  
At Chair’s discretion  
Employment Standards provide 10 unpaid days/year | |
| **Bereavement Leave** | 1 to 4 days: with pay  
- immediate family: 4 days  
- distant family: 1 day | |

Nominal salary = regular full-time salary vs. actual salary being earned