Employment Standards

Family Medical Leave

Considerations

Paperwork

Approvals and Benefits and Implications for Type of Leave

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 Leave

Deferred salary

Temporary Reduced Workload

Reduced Workload to Retirement

Unpaid Leave

Deferred salary

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 years
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
Declaration of irrevocable retirement date is required.

Implications for Benefits and Pensions

Benefits continue, Pension may continue, HR will bill costs
Vacation credits continue to accrue

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/adoptions.

Benefits continue, unless employee signs waiver
Vacation does not accrue for periods longer than 10 days
Pension based on nominal salary

Benefits continue
Vocations 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

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 signed by:
- 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 (if leave is over 4 months)
- 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

Family Medical Leave

Emergency Leave
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

Bereavement Leave
1 to 4 days: with pay
- Immediate family: 4 days
- Distant family: 1 day

Family Caregiver Leave
- 8 weeks unpaid leave per calendar year

Study Leave
Longer than typical conference or short course
Full or partial salary
Approval required by Dept Head or Chair and VP, Academic & Provost
Request judged on the benefit to UW