	Policy 14 **Pregnancy and Parental Leaves (including Adoption)** http://www.adm.uwaterloo.ca/infosec/Policies/policy14.htm	**Policy 3** **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	
		Unpaid Leave	**Temporary Reduced Workload**	**Reduced Workload to Retirement**
Eligibility	Regular faculty 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 to retain top-up	Regular faculty position	Regular faculty 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 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% 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 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	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 and Chair	Faculty Request for Leave form signed by: - Employee, Chair, Dean, VP Academic/Provost	Reduced Workload Request form signed by: - Employee, Chair, Dean	Reduced Workload Request form signed by: - Employee, Chair, Dean - VP Academic/Provost
Considerations	Teaching duties reduced in proportion to leave eg) 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	Considered permanent Changes are difficult

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

Family Medical Leave	**Emergency Leave**	**Bereavement Leave**	**Family Caregiver Leave**
Employment Standards provide up to 8 weeks of unpaid leave Employment Insurance provides up to 6 weeks of benefit (2 week wait period)	1 to 3 days a year: normally with pay Vacation or unpaid leave At Chair's discretion Employment Standards provide 10 unpaid days/year	1 to 4 days: with pay - immediate family: 4 days -distant family: 1 day	8 weeks of unpaid leave per calendar year