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Policy Name:	Leaves: Maternity Leave/Adoptive Leave/Parenting Leave	Number:	S4-14
Policy Type:	Employment Benefits and Protection of Employees	Date Approved:	February 2017
Legislation:	Saskatchewan Employment Act 2-49, 2-50, 2-51	Date Revised:	

Policy Statement: Employees may request a maternity, adoptive or parental leave of absence.

Procedure: a) An employee intending to take such leave should submit a written request to their immediate supervisor or designate within four (4) weeks prior to the commencement of the leave or as soon as practical prior to such leave. (Appendix P)

The employee is to specify in their written request:

- The anticipated start date for the leave.
- The length of the leave.
- The expected date of return to work.

- b) The employee must provide four (4) weeks written notice of intending to return to work.
- c) The maximum leave of absence for maternity or adoption is one (1) year, and a written request for an extension of the leave beyond this period may be considered, subject to special circumstances and operational requirements.
- d) Leaves will be granted in accordance with applicable Saskatchewan Employment Act Legislation.
- e) An employee wishing to maintain and continue certain Employee Group Plan benefits and coverage shall contact the person responsible for administration of the Plan and make arrangements for the pre-payment of 100% of the premium costs of the eligible benefits coverage for the period of the leave of absence. Failure to do so will nullify the eligibility for benefits.
- f) An employee is entitled to an adoption leave of eighteen (18) weeks commencing on the date on which the child comes into the employee's care or becomes available for adoption if the employee is to be the primary caregiver of the adopted child during the period of the leave.

- g) Paternity Leave with pay shall be granted for a maximum of two (2) days. Birth and adoption fathers are eligible for a minimum of thirty-seven (37) weeks of job-protected parental leave.
- h) a. An employee who is a parent of a newborn child or a newly adopted child is entitled to a parental leave of not more than:
 - i. thirty-four (34) weeks, if the employee has taken a maternity leave or an adoption leave; or
 - ii. thirty-seven (37) weeks in other cases.
- b. A parental leave must be taken during the period of:
 - i. twelve (12) weeks preceding the estimated date of birth or the estimated date on which the child is to come into the employee's care, as the case may be; and
 - ii. fifty-two (52) weeks following the actual date of birth or the actual date on which the child comes into the employee's care.
- c. If clause (a) (i) applies, the employee shall take the parental leave consecutive to the maternity leave or adoption leave, as the case may be.