

## REGION OF QUEENS MUNICIPALITY

### **Operational Policy No. 21 PREGNANCY AND PARENTAL LEAVE**

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#### **General Statement of Policy**

It shall be the policy of the Region of Queens Municipality to provide its employees with fair pregnancy and parental leave guidelines subject to the requirements under the Nova Scotia Labour Standards Code as amended from time to time.

#### **Policy Objectives**

1. To provide employees with clear and concise pregnancy and parental leave regulations.
2. To ensure employees are aware of the legal requirements under the Nova Scotia Labour Standards Code.
3. To provide employees with a streamlined request and feedback system.

#### **Policy Directions**

1. Subject to the Nova Scotia Labour Standards Code as amended from time to time.

#### **Pregnancy Leave**

1. Employees may take up to seventeen (17) weeks of unpaid pregnancy leave, but to do so, must give the Region notice of this, in writing, at least four weeks before she plans to go on leave. The leave may start up to sixteen (16) weeks before the expected date and she must take at least one week after the date of delivery.

2. Only employees who have worked for the Region for at least one full year qualify for this leave.
3. The Region does reserve the right to require an employee to take an unpaid leave of absence if her pregnancy interferes with her work subject to the provisions of the *Nova Scotia Human Rights Act*.
4. To request pregnancy leave, the employee must fill out and file the Pregnancy Leave Form that is part of the policy, no later than four (4) weeks before she plans to commence any leave unless medical circumstances such as early delivery happens, in which case as much notice as possible is required.
5. Prior to returning to work after any pregnancy leave, the employee must provide her supervisor with at last four (4) weeks notice of such.

**Parental Leave**

1. Parents of newborn or newly adopted children may take up to fifty-two (52) weeks of unpaid leave if they qualify.
2. To request parental leave, the employee must fill out and file the Parental Leave Form contained in the personnel policy manual, no later than four (4) weeks before they plan to commence any leave.

**Pregnancy or Parental Leave**

1. To take pregnancy or parental leave, the employee must provide the Region with proof via a certificate from a doctor or adoption worker.
2. If an employee plans to take both a pregnancy and parental leave, they must be taken consecutively unless the child is hospitalized for more than one week in which case the employee can return to work and use the rest of the parental leave after the child is released from the hospital.

3. Employees taking only the parental leave must do so any time after the child is born or arrives in the home up to the fifty-two (52) week maximum.

**Rights During Leave**

1. During any pregnancy or parental leave, the Region shall allow the employee to continue to contribute to all of the Region's benefit plans at their own expense and to do so must give the Region written notice of their intentions at least ten (10) days before the expiration of any coverages.

**Approved by Council: July 15, 2002**

**REGION OF QUEENS MUNICIPALITY**

**REQUEST FOR PREGNANCY/PARENTAL LEAVE**

1. Employee's Name: \_\_\_\_\_

2. Length of Leave Requested: \_\_\_\_\_

3. Date(s) of Leave Requested: \_\_\_\_\_

4. With Pay: \_\_\_\_\_ Without Pay: \_\_\_\_\_

5. Reason for Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

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1. Approval: Yes \_\_\_\_\_ No \_\_\_\_\_

2. If no, give reasons: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Person(s) Responsible  
for Decision

\_\_\_\_\_  
Date

\_\_\_\_\_  
\_\_\_\_\_