



Parental/Adoption Leave - Procedure

Details of parental/adoption leave follow.

1. Eligibility

An employee is entitled to a period of unpaid leave to a maximum of thirty-seven (37) continuous weeks, if

- a. the employee is the natural parent or adoptive parent of the child;
- b. the employee has completed at least seven (7) consecutive months of employment with SEC,
- c. the employee gives written notice to the Director/Principal or Director of Operations at least four (4) weeks before the day specified in the notice as the day on which the employee intends to begin the leave, and
- d. in the case of an adoption, the adoption occurs or is recognized under Manitoba law.

2. Application for Leave

a. Staff leave request must be submitted to the Director/Principal or the Director of Operations.

3. Period of Leave

- a. An employee who gives less notice than required above, is entitled to thirty-seven (37) weeks of parental/adoption leave less the number of days by which the notice is less than four weeks.
- b. The parental/adoption leave must commence not later than the first anniversary of the date on which the child is born or adopted or comes into the care and custody of the employee.
- c. An employee who takes maternity leave and parental leave shall take them in one continuous period, unless the employee and the employer otherwise agree
- d. During the period of leave, sick leave and vacation benefits will be maintained but will not accrue.

4. Return to Work

- a. An employee's parental/adoption leave ends
- after 37 weeks after it began, or
 - if Section 3 a. above applies, 37 weeks after it began less the number of days provided for in 3 a. above.
- b. An employee may end the leave earlier than originally intended by giving SEC written notice at least two (2) weeks, or one (1) pay period, whichever is longer, before the day the employee wishes to return to work.
- c. The employee shall be reinstated to the position occupied when the leave began, or to a comparable position with not less than the wages and any other benefit earned prior to when the leave began.

Adoption Date: August 21/12	Revision Date: December 14, 2017
-----------------------------	----------------------------------