Leave of absence without pay

Maternity/Parental leave
The YWCA is committed to assisting employees during the very exciting time of welcoming a new child into their family. To that end, the YWCA follows all legislated requirements around maternity and parental leave.

Every employee who has completed six consecutive months of continuous employment with the YWCA, and is pregnant or is required to care for:

- A new-born child of the employee
- A child who is in the care of the employee for the purpose of adoption
- A child with respect to whom the employee meets the requirements of paragraph 23(1)(c) of the Employment Insurance Act shall be granted an unpaid absence from employment of up to 52 weeks.

The leave of absence may only be taken during the fifty-two week period beginning on the day on which the child is born or comes into the care of the employee, or the requirements of paragraph 23(1)(c) of the Employment Insurance Act.

Every employee who intends to take a leave of absence from employment shall give at least four weeks notice in writing to the YWCA before the leave is to begin, shall inform the YWCA in writing of the length of leave intended to be taken and give at least four weeks written notice of any changes in length of the leave period.

Every employee who takes or is required to take a leave of absence from employment is entitled to be reinstated in the position that the employee occupied when the leave of absence began. Where for any valid reason the YWCA cannot reinstate an employee in the position they previously held, the YWCA shall employ the employee in a comparable position with the same wages and benefits.

Where an employee takes leave and, during the period of that leave, the wages and benefits of the group of employees of which that employee is a member are changed as part of a plan to reorganize the department in which that group is employed, that employee is entitled, on being reinstated, to receive the wages and benefits in respect of that employment that that employee would have been entitled to receive had that employee been working when the reorganization took place. The YWCA shall notify the employee in writing of that change as soon as possible.

The employee is entitled to receive health benefits coverage for the duration of the leave with the employee responsible for employee premiums and the YWCA premiums. The YWCA will establish the schedule for premium due dates prior to the employee’s last day of work. Employees on maternity/paternal leave do not accumulate vacation leave or sick leave, but will receive credit towards their length of service for time away.

Provided for reference only.
Always consult current legislation in your jurisdiction to create policies and procedures for your organization.

HR Council for the Nonprofit Sector
www.hrcouncil.ca