

Section/Number: Leave Management–005	Approval Date: (DD/MM/YY)
Subject: Parental/Adoption Leave	Amendment Dates:
<p>Policy</p> <p>The Community Government provides Parental Leave to an employee who has, or will have, in his/her care and custody, his/her newborn child or who adopts a child.</p>	
<p>Definitions</p> <p>N/A</p>	
<p>Guidelines</p> <ol style="list-style-type: none"> <li>1. Parental leave without pay of up to 37 weeks is available to male and female employees who remain at home to care for: <ol style="list-style-type: none"> <li>1.1. A newborn child of the employee</li> <li>1.2. A child recently adopted by the employee, or</li> <li>1.3. A child with whom the employee has commenced adoption proceedings.</li> </ol> </li> <li>2. An employee who takes maternity leave may also take parental leave, in which case, the parental leave must be taken immediately following the maternity leave. <ol style="list-style-type: none"> <li>2.1. The total amount of maternity and parental leave combined cannot exceed 52 weeks.</li> </ol> </li> <li>3. Parental leave may be shared by an employee-couple. <ol style="list-style-type: none"> <li>3.1. Parental leave utilized by an employee-couple, in conjunction with maternity leave, shall not exceed a total of fifty-two (52) weeks for both employees combined.</li> </ol> </li> <li>4. The time for which an employee is entitled to parental leave does not increase if the employee is adopting more than one child or is the natural parent of more than one newborn child (i.e., twins, triplets, etc.).</li> <li>5. An employee requesting parental leave shall make every effort to provide reasonable notice.</li> <li>6. An employee who intends to request parental leave shall notify the Supervisor in writing at least four weeks prior to the expected date of the commencement of parental leave.</li> </ol>	

7. In the case of an adoption, the employee shall notify the Supervisor as soon as the application for adoption has been approved by the adoption agency or legal guardianship and custody papers have been drawn.
8. HRSDC approval for parental leave is also required.

Attachments

Sample Leave Form

References

Employment Standards Act

<http://www.justice.gov.nt.ca/PDF/ACTS/Employment%20Standards.pdf>

**Sample Leave Form**

**Leave of Absence Request Form**

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Leave Requested: \_\_\_\_\_

Start Date/Time of Leave: \_\_\_\_\_

Return to Work Date/Time: \_\_\_\_\_

Verification of Leave Credits: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Senior Administrative Officer Approval: \_\_\_\_\_

(If leave is denied, Senior Administrative Officer will advise in writing.)