Section/Number: Leave Management–005	Approval Date: (DD/MM/YY)
Subject: Parental/Adoption Leave	Amendment Dates:

Policy

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.

Definitions

N/A

Guidelines

1. Parental leave without pay of up to 37 weeks is available to male and female employees who remain at home to care for:
   1.1. A newborn child of the employee
   1.2. A child recently adopted by the employee, or
   1.3. A child with whom the employee has commenced adoption proceedings.

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.
   2.1. The total amount of maternity and parental leave combined cannot exceed 52 weeks.

3. Parental leave may be shared by an employee-couple.
   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.

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.).

5. An employee requesting parental leave shall make every effort to provide reasonable notice.

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.

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. To be eligible for parental leave with a parental leave allowance an employee must:
    8.1. Have at least six months of continuous service with the GNWT;
    8.2. Have applied for and been granted parental leave;
    8.3. Provide proof that he/she has applied for and is receiving EI benefits; and
    8.4. Sign an agreement with the Community Government, to return to work on the date of the expiry of the parental leave, and work for a minimum of six months after the parental leave.

9. Parental leave allowance is available for up to 17 weeks. This includes the two-week waiting period required by HRSDC.
    9.1. Parental leave allowance "tops up" regular EI benefits so the employee receives 93% of regular salary during the period.
    9.2. The Community Government is not responsible for any consequences of an employment insurance benefit overpayment, nor is it responsible for providing any additional payments in respect of parental leave should the employee's benefits be affected by tax, employment insurance, or legislative provisions.

10. If the employee wants to receive the parental leave allowance, the SAO and the employee sign a Parental Leave Agreement.
    10.1. The employee agrees to return to work on a specific date for a period of at least six months.
    10.2. If the employee does not fulfil his/her commitment, his/her allowance will be recovered on a pro-rated basis proportionate to the period of time the employee returned to work.

11. Where an employee takes parental leave in conjunction with maternity leave, payment will be for the difference between the employment insurance benefit received and 93% of the weekly rate of pay for 17 weeks.

12. 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.)