# Policy: HR – Parental Leave Policy

Purpose: To provide eligible employees with eight weeks of medical leave related to childbirth.

## Policy:

Full-time employees who have completed a probationary period of 90 consecutive days are entitled to take up to eight weeks of unpaid Parental leave for the birth or adoption of a child.

### Procedures:

Employees who have been employed consecutively for 90 days are entitled to up to eight weeks of parental leave for the birth or adoption of a child.

#### Notice by Employees

An employee seeking parental leave must give two weeks' notice of his/her anticipated date of departure and intent to return. "Anticipated" date of departure does not mean "exact" date. Thus, for example, an employee who gives birth prior to her anticipated departure date is entitled to start her parental leave earlier. Likewise, an employee may desire to start her leave later or return from leave earlier than anticipated. It is expected that employers and employees will communicate in good faith with regard to making arrangements for leave, taking into account the uncertainty inherent in delivery date and the needs of the employer to plan in advance for an employee's absence.

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

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

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_