



UNIVERSITY OF  
CALGARY  
QATAR

جامعة  
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قطر

## Departmental Policy

Departmental Procedure  
Instructions/Forms

### UCQ Maternity Leave for Canadian-Hire Employees

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 History 6
Approval Authority Associate Vice-President (Human Resources)	
Implementation Authority Human Resources Partner, UCQ	
Effective Date August 5, 2011	
Latest Revision August 5, 2011	

- Purpose** 1 The purpose of this policy is to:
- support work / family life balance;
  - clarify Maternity Leave benefits; and
  - ensure compliance with the Comprehensive Agreement.
- Scope** 2 This policy applies to female Canadian-Hire Employees.
- Definitions** 3 In this policy
- “Appropriate Manager” means the Dean, Director, Head of Administrative Unit, Department Head or Department Manager to whom the Employee would normally report. In the case of research assistants, the Appropriate Manager is the faculty member who holds the research funding and to whom the Employee reports.
  - “Canadian-Hire Employee” means an individual employed by the University and working at UCQ. It does not include a Local-Hire Employee.
  - “Comprehensive Agreement” refers to the Comprehensive Agreement to Establish a Campus of the University of Calgary in Qatar between the State of Qatar and the University of Calgary,

2006.

- d) "Employment Insurance" means the financial support from Service Canada provided to residents of Canada from Service Canada who are pregnant, have recently given birth, are adopting a child, or are caring for a newborn.
- e) "Housing Benefit" refers to the accommodation provided by the CON Project for occupation by Canadian-Hire Employees.
- f) "Maternity Leave" means the 18 week leave from work that a female Canadian-Hire Employee is entitled to take before, at, and after she gives birth.
- g) "Salary" means the basic salary paid to an employee and does not include:
  - i. market supplements;
  - ii. overseas premium; and
  - iii. transportation allowance.
- h) "UCQ" means the University of Calgary – Qatar.

**Policy Statement**

**4 Eligibility for Leave**

- 4.1** Female Canadian-Hire Employees with at least six (6) months of continuous service are eligible for Maternity Leave.
- 4.2** Eligible Canadian-Hire Employees will be granted Maternity Leave for a period of up to eighteen (18) consecutive weeks.
- 4.3** The Maternity Leave may be granted at any time during the twelve (12) weeks immediately preceding the estimated date of delivery.
- 4.4** The Canadian-Hire Employee will provide the Appropriate Manager with a minimum of two (2) weeks written notice of the date on which the Maternity Leave is expected to commence.

**Top Up Benefits**

***Academic Staff***

- 4.5** The University will provide a benefit equal to the difference between the amount the Canadian-Hire Employee would receive if eligible for Employment Insurance maternity benefits and 100% of the Canadian-Hire Employee's salary for a period of up to eighteen (18) weeks.

***Management and Professional Staff/Support Staff***

- 4.6** The University will provide a benefit equal to the difference between the amount the Canadian-Hire Employee would receive if eligible for Employment Insurance maternity benefits and 95% or 70% of the Canadian-Hire Employee's salary as follows:
  - a) Canadian-Hire Employees with greater than three (3) months of employment, but less than one (1) year will receive 95% of salary for each of the first twenty (20) work days and 70% of salary after that to a combined maximum of eighteen (18)

weeks.

- b) Canadian-Hire Employees with more than one (1), but less than two (2) years of employment will receive 95% of salary for each of the first twenty-five (25) work days and 70% of salary after that to a combined maximum of eighteen (18) weeks.
- c) Canadian-Hire Employees with more than two (2), but less than three (3) years of employment will receive 95% of salary for each of the first thirty-five (35) work days and 70% of salary after that to a combined maximum of eighteen (18) weeks.
- d) Canadian-Hire Employees with more than three (3), but less than four (4) years of employment will receive 95% of salary for each of the first forty-five (45) work days and 70% of salary after that to a combined maximum of eighteen (18) weeks.
- e) Canadian-Hire Employees with more than four (4), but less than five (5) years of employment will receive 95% of salary for each of the first fifty-five (55) work days and 70% of salary after that to a combined maximum of eighteen (18) weeks.
- f) Canadian-Hire Employees with more than five (5) years of employment will receive 95% of salary for each of the first seventy (70) work days and 70% of salary after that to a combined maximum of eighteen (18) weeks.

#### **Other Benefits**

**4.7** Canadian-Hire Employees on Maternity Leave will continue to accrue vacation at the rate as specified in the terms and conditions of their employment contract.

**4.8** Canadian-Hire Employees on Maternity Leave will also be entitled to retain the Housing Benefit.

**4.9** To be eligible for benefits including top up benefits, a Canadian-Hire Employee must give the Appropriate Manager notice in writing of the intended date of return to work at the time the leave is commenced.

#### **Leave Without Pay**

**4.10** Canadian-Hire Employees may be granted a leave without pay beyond the 18 weeks of Maternity Leave at the discretion of the Dean.

**4.11** Approval for leave without pay will be in writing.

**4.12** The Canadian-Hire Employee will retain the Housing Benefit for the first 8 weeks of the leave without pay period.

**4.13** During the leave without pay, the Canadian-Hire Employee will not be entitled to:

- a) basic salary;
- b) overseas premium;
- c) transportation allowance; or
- d) vacation accrual.

- Responsibilities**      **5**      *Appropriate Manager*
- ensure compliance with this policy.
- Approval Authority*
- ensure appropriate rigour and due diligence in the development or revision of this policy.
- Implementation Authority*
- ensure that University staff are aware of and understand the implications of this policy and related procedures;
  - monitor compliance with the policy and related procedures;
  - regularly review the policy and related procedures to ensure consistency in practice; and
  - sponsor the revision of this policy and related procedures when necessary.
- History**                      **6**      *Approved:* accepted by the JOB Executive Committee, May 24, 2011; approved by the Associate Vice-President (Human Resources), August 5, 2011.
- Effective:* August 5, 2011