



UNIVERSITY OF
CALGARY
QATAR

جامعة
كالغاري
قطر

Departmental Policy

Departmental Procedure
Instructions/Forms

UCQ Maternity Leave for Local-Hire Employees

Classification Human Resources	Table of Contents Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Related Procedures 6 History 7
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 Local-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.
 - “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.
 - “Local-Hire Employee” means an individual employed by UCQ to work at UCQ as defined in the Comprehensive Agreement.

- d) “Maternity Leave” means the leave from work that a female Employee is entitled to take before, at, and after she gives birth.
- e) “Salary” means the basic salary paid to an employee and does not include:
 - i. market supplements;
 - ii. overseas premium; and
 - iii. transportation allowance.
- f) “UCQ” means the University of Calgary – Qatar.

Policy Statement

4 Eligibility for Paid Leave

- 4.1** Female Local-Hire Employees with at least one (1) year of continuous service are eligible for paid Maternity Leave.
- 4.2** Eligible Local-Hire Employees will be granted paid Maternity Leave for a period of up to 50 calendar days.
- 4.3** The Maternity Leave will be taken in the period immediately before and after delivery provided the leave includes at least 35 days in the period following the delivery.
- 4.4** The Local-Hire Employee will receive her normal weekly pay during the Maternity Leave.

Notice

- 4.5** The Local-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.

Leave Without Pay

- 4.6** A Local-Hire Employee may be granted a leave without pay beyond the 50 days of Maternity Leave at the discretion of the Human Resources Partner, UCQ.
- 4.7** Approval for leave without pay will be in writing.

Responsibilities

5 *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