

# Parental Leave Policy Alberta



## **1. ENTITLEMENT TO PARENTAL LEAVE**

ABC Company will grant unpaid parental leave to an employee of:

- Up to 61 consecutive weeks for an employee who also takes maternity leave in connection with the birth of that same child, which must begin immediately after the end of the maternity leave, unless ABC Company and the employee agree otherwise.
- Up to 62 consecutive weeks for a parent, other than an adopting parent, who does not take maternity leave in connection to the birth of that same child, which must begin within 78 weeks after the child's birth;
- Up to 62 consecutive weeks for an adopting parent, other than an adopting parent, which must begin within 78 weeks after the child is placed with the parent.

## **2. EXTENSION OF PARENTAL LEAVE**

Employees who are eligible for unpaid parental leave are also entitled to an extension of up to 5 additional weeks of unpaid leave, if the child has a physical, psychological or emotional condition requiring an additional period of parental care, provided that such extended leave must start immediately after the leave taken in accordance with Section 1 above.

## **3. COMBINED LEAVE**

An employee's combined entitlement to maternity and parental leave is limited to 78 weeks plus any additional leave to which the employee is entitled under Section 2 above.

## **4. WRITTEN NOTIFICATION OF LEAVE**

Employees must provide ABC Company with a written request for leave at least 4 weeks before they propose to begin leave. ABC Company may require employees to also provide certification by a medical practitioner or nurse practitioner or other evidence of

their entitlement to leave.

#### **5. DUTY TO COOPERATE & COMMUNICATE**

Employees must remain in communication with their supervisor or manager while they are on leave to ensure that arrangements can be made for their return.

#### **6. NON-RETALIATION**

ABC Company will not discharge, threaten, penalize or in any other manner discriminate or retaliate against any employee for exercising their rights under this Policy, including but not limited to requesting or obtaining parental leave.