

# **PARENTAL LEAVE POLICY TEMPLATE**

## **(ONTARIO VERSION)**

Employment standards laws of all jurisdictions allow employees to take unpaid parental leave. But because rules vary, it's important to implement a parental leave policy that reflects the laws of your province. Here's a template policy based on parental leave rules in Ontario.

# PARENTAL LEAVE POLICY (ONTARIO)

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

Employees who have been employed by ABC Company for at least 13 weeks and who is the parent of a child are entitled to a leave of absence without pay following the birth of the child or the coming of the child into the employee's custody, care and control for the first time.

## **2. START OF PARENTAL LEAVE**

Eligible employees may begin parental leave no later than 78 weeks after the day the child is born or comes into the employee's custody, care and control for the first time. **Exception:** An employee who has taken pregnancy leave must begin her parental leave when her pregnancy leave ends unless the child has not yet come into her custody, care and control for the first time.

## **3. IF CHILD COMES EARLIER THAN EXPECTED**

If an employee stops working because a child comes into their custody, care and control for the first time earlier than expected:

- (a) Parental leave begins on the day they stop working; and
- (b) The employee must give the ABC Company HR department or other Company official written notice that they are taking parental leave within two weeks after stopping work.

## **4. END OF PARENTAL LEAVE**

Parental leave ends 63 weeks after it begins. **Exception:** Parental leave ends 61 weeks after it begins if the employee also took pregnancy leave for the same birth.

## **5. WRITTEN NOTIFICATION OF LEAVE**

Employees wishing to take parental leave must give the ABC Company HR department or other Company official written notice at least two weeks before the day the leave is to begin.

## **6. WRITTEN NOTIFICATION OF CHANGES TO LEAVE START DATES**

An employee who has given notice to begin parental leave may begin the leave: (a) on an earlier day than set out in the notice, if the employee gives the ABC Company HR department or other Company official a new written notice at least two weeks before that earlier day; or (b) on a later day than set out in the notice, if the employee gives the ABC Company HR department or

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other Company official a new written notice at least two weeks before the day set out in the original notice.

## **7. WRITTEN NOTIFICATION OF CHANGES TO LEAVE END DATES**

An employee who has given notice to end parental leave may end the leave: (a) on an earlier day than set out in the notice, if the employee gives the ABC Company HR department or other Company official a new written notice at least four weeks before that earlier day; or (b) on a later day than set out in the notice, if the employee gives the ABC Company HR department or other Company official a new written notice at least four weeks before the day set out in the original notice.

## **8. EMPLOYEES NOT RETURNING FROM PARENTAL LEAVE**

Employees who take parental leave may not terminate their employment before the leave expires or when it expires without giving ABC Company at least four weeks' written notice of the termination.

## **9. 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.

## **10. 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.