

PARENTAL LEAVE POLICY TEMPLATE

(BC 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 BC.

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1. ENTITLEMENT TO PARENTAL LEAVE

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

(a) 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;

(b) 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;

(c) 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 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.