

## PROCEDURES FOR POLICY 8.15 – Pregnancy and Parental Leave

### 1. Pregnancy Leave

A SAGE member shall provide the immediate supervisor with as much notice as possible of the expected delivery date of the unborn child(ren) and at least three (3) months in advance of the delivery date.

Before going on pregnancy leave, the member should review the Pregnancy/Parental/Adoption Leave website at: <http://www.uwo.ca/hr/benefits/leave/index.html> and complete the Pregnancy/Parental Leave Information Request Form at: [http://www.uwo.ca/hr/benefits/leave/info\\_request.html](http://www.uwo.ca/hr/benefits/leave/info_request.html)

Upon completion of the form, a Western Human Resources staff member will contact the SAGE member regarding determination of eligibility and information regarding planning and applying for the leave. In addition, once notification has been provided the immediate Supervisor/Budget Unit Head or designate, will initiate the appropriate documentation to be forwarded to Human Resources.

Additional leave required due to illness or complications related to the pregnancy may be treated in accordance with [Policy 8.13 – Sick Leave, Income Protection and Health Care Appointments](#) and the staff member should inform the immediate Supervisor and Budget Unit Head or designate as soon as possible.

### 2. Parental Leave weeks written notice is required.

Before going on Parental/Adoption Leave, the staff member should be directed to the Pregnancy/Parental/Adoption Leave website at: <http://www.uwo.ca/hr/benefits/leave/index.html>

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Where a staff member is receiving benefits under SEIB, Western will continue the SAGE member on full benefits. Any costs normally paid by the member will be deducted by Western through regular payroll deduction from the SEIB payments.

### **4. Benefits**

During any period of unpaid Pregnancy or Parental leave, the university-paid portion of the employee's group insurance benefits premiums and pension contributions will be continued on the same basis as provided for prior to the unpaid leave of absence. Benefits of which Western pays the full cost shall continue without interruption or alteration during the course of all unpaid Pregnancy and/or Parental leaves. At the SAGE member's discretion, and provided the member arranges with Western for the payment of the employee share of the costs, those group insurance benefits premiums and pension contributions paid by the SAGE member will be continued.