



**STATEMENT of POLICY and PROCEDURE**

Manual:	Human Resources	SPP No.	<b>HR 2.22</b>
Section:		First Issued:	March 12, 2020
Subject:	<b>Pregnancy/Parental Supplement</b>	Effective:	March 12, 2020
Issue to:	All Manual Holders	Page:	1 of 2
		Replaces:	<b>New</b>
Issued by:	Chief Operating Officer	Approved:	March 12, 2020

**1. POLICY**

The Thunder Bay Regional Health Research Institute (the Institute), grants a supplemental employment benefit to full-time permanent employees, who qualify for Pregnancy and/or Parental Leave of Absence (LOA), in accordance with the Employment Standards Act (ESA) – SPP HR 2.09 Leave of Absence

**2. PROCEDURE**

- Employees will give the Institute two (2) weeks notice, in writing, of the day upon which they intend to commence their Pregnancy/Parental LOA and the date upon which they intend to return. The Institute will continue to contribute its portion of an employee’s group benefits premium during the Pregnancy/Parental LOA leave unless the employee has advised the Institute in writing that he/she does not wish to have coverage during the leave of absence.
- An employee on a Pregnancy LOA as set out above, who is in receipt of Employment Insurance pregnancy benefits pursuant to Section 22 and/or 23 of the ESA, and who has been continuously employed for at least one (1) year and eleven (11) weeks before the estimated date of birth, will be paid a supplemental employment benefit.
- This benefit will be equivalent to the difference between the Employment Insurance pregnancy benefits and eighty-four percent (84%) of her regular weekly earnings. Such payment will commence following completion of the two (2) week Employment Insurance waiting period, and receipt by the Institute of the employee’s Employment Insurance cheque stub as proof that she is in receipt of Employment Insurance pregnancy benefits, and will continue while the employee is in receipt of such benefits for a maximum period of fifteen (15) weeks.
- Employees on approved Parental LOA will receive benefits for a maximum of ten (10) weeks. The employee’s regular weekly earnings will be determined by multiplying her regular hourly rate on their last day worked prior to the commencement of the leave times their normal weekly hours.
- The employee does not have any vested right except to receive payments for the covered unemployment period. The plan provides that payment in respect of



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guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits are not reduced or increased by payments received under the plan.

- For unpaid leaves of absence exceeding thirty (30) calendar days, credit for service for purposes of salary increment, vacation, or any other benefit will be suspended. Once the Pregnancy/Parental Supplement benefit period is completed, an employee will be responsible for 100% payment of the employee benefits in which he/she will be participating.

**3. REFERENCES**

SPP HR 2.09 Leave of Absence

SPP HR 2.05 Employee Benefits Plan