

<b>POLICY NO:</b>	PE 010
<b>POLICY TITLE:</b>	MATERNITY/(SUB) SUPPLEMENT TO EI FOR MATERNITY BENEFITS FOR FEMALE PERMANENT EMPLOYEES
<b>DEPARTMENT:</b>	PERSONNEL
<b>APPROVAL DATE:</b>	32-05-95 (May 1995)
<b>REVISION DATE:</b>	05-04-01; 10-08-01 (August 2001)
<b>REVIEW DATE:</b>	

**Policy:**

For the benefit of female employees who are required to cease work due to maternity absence, County Council has established the following:

**Maternity Leave**

Maternity leave will be granted to permanent employees in accordance with the Employment Standards Code.

**SUB Plan**

1. The employees covered by this plan include only female staff who have served continuously in the County of Vermilion River No. 24 for at least twelve (12) months immediately preceding the maternity leave.
  - a. **Covered are all female permanent employees**
2. The only type of work stoppage that qualifies for SUB benefits is the health-related portion of maternity leave. For the purpose of this policy, "*health-related portion of the leave*" is defined as:
  - a. **that portion of maternity leave which the employee is medically incapable of returning to work**
3. Employees must submit a doctor's certificate to indicate the date the health related portion of the leave commences and another doctor's certificate to indicate the date the health related portion of the leave terminates.
4. Employees must submit an EI (Employment Insurance) benefit stub as proof that they have applied for and are in receipt of employment insurance maternity benefits in order to receive payment under the SUB plan.
5. SUB is payable for a period during which an employee is not in receipt of EI, if the only reason for non-receipt is the claimant:

a. **is serving the two week EI waiting period**

6. In any week the total amount of SUB payments plus the weekly rate of EI benefits shall not exceed 95% of the employee's regular weekly earnings. In any event the employee, as a result of participation in the SUB plan, will not be entitled to salary and benefits over and above that which normally would be received.

Example:

Employee's weekly earnings	=	\$542.77
EI pays 55% of weekly	=	\$298.52
County pays 40% of weekly	=	<u>\$217.11</u>
EI plus SUB equals 95%		\$515.63

7. SUB benefits parallel sick leave entitlement and are available only during the health related portion of a maternity leave. SUB benefits are limited by the amount of sick leave entitlement accumulated by the employee and will not exceed fifteen (15) weeks (75 working days/5 day per week).

Example: employee with 30 accumulated sick days is entitled to six (6) weeks SUB benefits

8. The SUB plan will be financed by the employer's general revenues and it will be kept separate in the payroll records.
9. Employees do not have a right to SUB payments except for the supplementation of EI maternity benefits for the unemployment periods as specified in this policy.
10. Payments in respect of guaranteed annual remuneration or in respect of deferred remuneration or severance pay benefits will not be reduced or increased by payments received under the plan.

Employees taking maternity leave shall have the option to continue AUMA benefits while on leave. The employee is responsible for 100% of the premium while on leave.