

21. **Maternity Leave**

A request for maternity leave must be in writing, supported by a doctor's certificate stating the employee is pregnant and estimating the probable date of birth. The employee will be granted maternity leave without pay for a period of not more than fifteen (15) weeks, or shorter period if the employee requests. The period of maternity leave shall commence no sooner than twelve (12) weeks before the anticipated date of delivery.

It is the employee's responsibility to confirm their eligibility for Employment Insurance maternity benefits and to apply for benefits. For more information, please refer to the Government of Canada website:

<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>

If an employee maintains coverage for medical, extended health, dental and group life while on maternity leave, the Society agrees to pay its share of premiums provided the employee has prepaid her share.

The Society can request that an employee get a letter from her doctor stating that she is able to perform her duties.

On return from leave, an employee shall be placed in her former position, or in a position of equal rank and basic pay, and will receive an appropriate orientation or re-orientation to the position. Alternatively, the employee may apply to a different position.

The employee shall be deemed to have resigned if an application for re-employment is not made one (1) month prior to the expiration of the leave, or the employee does not return to work after having applied for re-employment.