

**THE CORPORATION OF THE  
TOWNSHIP OF EDWARDSBURGH CARDINAL  
BY-LAW NO.**

**“A BY-LAW TO ESTABLISH PREGNANCY AND PARENTAL LEAVE POLICY  
FOR FULL-TIME NON-UNIONIZED EMPLOYEES OF THE TOWNSHIP OF  
EDWARDSBURGH CARDINAL”**

**WHEREAS** The Council of the Corporation of the Township of Edwardsburgh Cardinal seems it expedient to establish a pregnancy and parental leave policy for its full-time non-union employees at the Township; and

**WHEREAS** the Council of the Corporation of the Township of Edwardsburgh Cardinal

**NOW THEREFORE** the Council of the Corporation of the Township of Edwardsburgh Cardinal enacts as follows:

1. That the Council of the Corporation of the Township of Edwardsburgh Cardinal adopts the pregnancy and parental leave policy as detailed in Schedule “A” attached hereto and forming part of this by-law
2. This By-law shall come into force and take effect upon passing.
3. This By-law shall be known as the “Pregnancy and Parental Leave Policy By-law”

Read a first and second time in open Council this 27 day of January, 2025.

Read a third and final time, passed, signed, and sealed in open Council this 27 day of January, 2025.

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**Mayor**

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**Clerk**

**Schedule A**  
**Pregnancy and Parental Leave Policy – Non-Union**  
**BY-LAW 2025**

**1. POLICY**

Employees who have at least twenty-six (26) weeks of service with the Township of Edwardsburgh Cardinal are entitled to pregnancy and parental leave in accordance with this Policy.

**2. OBJECTIVE**

To provide pregnancy and parental leave in accordance with the *Employment Standards Act, 2000*.

**3. PROCEDURE**

Eligible employees shall be granted pregnancy and parental leave as follows:

Pregnancy Leave

A pregnant employee who has been employed with the Township for at least twenty-six (26) weeks prior to the expected date of birth is entitled to take a pregnancy leave without pay and without loss of service/seniority. The pregnancy leave is for a seventeen (17) week period commencing no earlier than the 17 weeks before her due date and the day on which she gives birth;

An employee taking pregnancy leave must provide at least two (2) weeks written notice to the Township advising of the date that the leave is to begin;

In the event of complications with the pregnancy or a birth, still birth, or miscarriage that occurs earlier than the expected date of delivery of the child, the employee must, within two (2) weeks of stopping work, provide written notice to the Township of the date the pregnancy leave will begin or has begun;

If the Township requests it, the employee shall provide a certificate from a legally qualified medical practitioner stating, in the case of an employee who stops working because of a complication; and the pregnancy leave of an employee ends seventeen (17) weeks after the pregnancy leave began. If the employee wishes to return to work earlier, the employee must provide the Township at least four (4) weeks' written notice before the day she wishes to end her leave.

Permanent Full-Time employees who qualify for pregnancy benefits under the Employment Insurance Act may elect to receive a supplementary maternity benefit for a maximum of seventeen (17) weeks as follows:

<b>Duration of Leave</b>	<b>Benefits Premiums Paid By</b>	<b>Top-up of salary</b>
17	Employer	+15%
17	Employee	+30%
17	Benefits Waived	+30%

Parental Leave (includes Adoption Leave)

If an employee has been employed with the Township for at least twenty-six (26) weeks and is the parent of a child, he/she is entitled to take an unpaid parental leave, without loss of service/seniority or benefits, for up to sixty-one (61) or sixty-three (63) weeks following the birth of the child, or the coming of the child into the employee's custody, care, and control for the first time. The term "parent" includes a person with whom a child is placed for adoption and a

person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own;

Employees who wish to take a parental leave must commence such leave no later than fifty-two (52) weeks after the day the child is born or comes into the employee's custody, care and control for the first time;

Employees who have taken a pregnancy leave and who also desire to take parental leave, must commence parental leave immediately when the pregnancy leave ends, unless the child has not yet come into the custody, care and control of the employee for the first time;

The employee must give the Township at least two (2) weeks' written notice of the date the leave is to begin. In the event that an employee who is a parent stops working because the child comes into his or her custody, care and control for the first time earlier than expected, the employee's parental leave begins on the date that the employee stopped working and the employee, must give the Township written notice that he or she is taking parental leave within two (2) weeks of stopping work; and

Parental leave ends sixty-one (61) weeks after it began if the employee also took pregnancy leave, and sixty-three (63) weeks after it began, otherwise; or on an earlier day if the employee gives the Town at least four (4) weeks' written notice before the earlier day.

Permanent Full-Time employees who qualify for Parental benefits under the Employment Insurance Act may elect to receive a supplementary maternity benefit for a maximum of sixty-one (61) weeks or sixty-three (63) weeks if the employee has not taken Pregnancy leave.

<b>Duration of Leave</b>	<b>Benefits Premiums Paid By</b>	<b>Top-up of salary</b>
61-63	Employer	+15%
61-63	Employee	+30%
61-63	Benefits Waived	+30%

#### General Provisions Applicable to Pregnancy and Parental Leave

An employee who has given notice to begin pregnancy or parental leave may change the notice to begin leave upon giving the Township at least two (2) weeks' written notice;

An employee who has given notice to end leave may change the notice to an earlier date upon giving the Town at least four (4) weeks' written notice before the earlier date;

Employees are entitled, during pregnancy and parental leave, to continue participation in the group benefit plans that they participated in prior to taking the leave. The Town will continue to make the Town's contributions for such group benefit plans unless the employee gives the Town written notice that the employee does not intend to pay the employee's contributions during the leave period, in which case such benefits would cease;

While on Pregnancy and Parental Leave, employees continue to accumulate service for the purposes of determining their rights under an employment contract; and

Upon the conclusion of an employee's pregnancy or parental leave, the Township shall reinstate the employee to the position that the employee most recently held with the Township, Upon the conclusion of an employee's pregnancy or parental leave, the Township shall reinstate the employee to the position that the employee most recently held with the Township, if it still exists, or a comparable position, if it does not. This provision does not apply if

the employment of the employee is ended solely for reasons unrelated to the leave.