

CORPORATE POLICY



Policy Title: **Pregnancy and Parental Leave Policy for Members of Council**
Policy Category: **Governance Policy**
Policy No.: G-003
Department: Corporate Services
Approval Date: January 15, 2018
Revision Date:
Author: Julie Scott, Deputy City Clerk
Attachments: Leave Authorization Form
Related Documents/Legislation:
Municipal Act
Key Word(s): leave, pregnancy, elected, vacancy

POLICY STATEMENT:

The City of Waterloo is committed to providing a clear and transparent process for members of Council on pregnancy and parental leaves as permitted by the *Municipal Act*.

PURPOSE:

The purpose of the policy is to establish the procedure for declaring the leave and to identify the remuneration package and other administrative matters.

DEFINITIONS:

Council packet means the package provided to council for meetings of council including closed meetings which includes the agenda, minutes and supporting agenda documentation.

Pregnancy and Parental Leave for the purposes of this policy means the period of time the member of Council will not attend meetings of council or any other City of Waterloo committee to which the member has been appointed as a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

SCOPE:

This policy applies to a member of Council who is absent from meetings of council for at least three consecutive months as a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

Mandatory Policy, *Municipal Act*: Yes (March 1, 2019)
Policy Administration Team, Review Date: September 12, 2017
Corporate Management Team, Review Date: November 22, 2017

POLICY COMMUNICATION:

This policy will be provided to all members of Council as part of Council orientation

POLICY:

1. The office of a member of Council shall not become vacant if a member is absent for 20 consecutive weeks or less if the absence is a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.
2. Prior to the member missing meetings of Council for three consecutive months, a member of Council shall complete the Leave Advisory Form attached as Attachment A to this policy and submit the form to the City Clerk.
3. If a member of Council wishes to seek a leave in excess of 20 consecutive weeks the member shall complete the extended leave section of the Leave Advisory Form and submit to the City Clerk as soon as the need for an extended leave is known. If an extended leave is requested, the City Clerk shall prepare a report for Council's consideration of the extended leave.
4. A member of Council on pregnancy or paternity leave is exempt from attending meetings of council and any other City of Waterloo committee to which the member has been appointed.
5. Members of Council shall continue to receive a copy of the Council packet.
6. Members of Council on pregnancy or paternity leave shall participate in events, conferences, committee meetings, constituent meetings or respond to communications at the level they determine, utilizing an out of office email feature to identify they are on leave, the level of service offered and an alternate contact if required.
7. Members of Council on pregnancy or paternity leave shall continue to receive all remuneration and benefits afforded to regular members of Council and the City shall continue to pay all benefit premiums.
8. Members of Council on pregnancy or paternity leave shall continue to have access to all equipment supplied to a regular member including but not limited to access to their city hall office, information technology equipment, account access and elected officials staff support.
9. A member of Council shall notify the Human Resources division within 31 days of the birth or adoption of a child if benefit coverage is required. If the request for dependent coverage is made more than 31 days after the dependent becomes eligible it will be considered a late entrant under the terms of the benefit plan and the member will be required to submit evidence of insurability to the benefit provider for approval.

COMPLIANCE:

In cases of policy violation, the Integrity Commissioner may investigate and determine appropriate corrective action.



Member of Council Request for Leave of Absence

While completing this form please refer to Corporate Policy G-003: Pregnancy and Paternity Leave for members of Council if the request for a leave is as a result of the member's pregnancy, the birth of the member's child or the adoption of a child by the member.

1) PREGNANCY OR PATERNITY LEAVE UP TO 20 WEEKS

Complete this section of the Leave of Absence form if the Leave of Absence is for less than 20 consecutive weeks.

Member of Council Name:

Leave Begin Date:

Expected Date of Return:

2) EXTENDED LEAVE OF ABSENCE:

Complete this section if the Leave of Absence will be for more than 20 consecutive weeks. Please note, a leave request of more than 20 consecutive weeks will be brought to Council for consideration in a staff report prepared by the City Clerk.

Member of Council Name:

Leave Begin Date:

Expected Date of Return:

3) Leave Administration

Would you like to receive the Council packet while on leave? Yes: No:

Address to send the Council packet:

Will you initiate an out of office message during leave? Yes: No:

If yes, indicated member of Council or staff person to be identified as alternate contact for out of office message:

Do you wish to continue to receive mail and event invitations during leave?

Yes: No:

If yes all mail and invitations will be scanned and sent electronically. Provide preferred email address: