

RED DEER PUBLIC LIBRARY	SUBJECT: PERSONNEL POLICIES PARENTAL LEAVE	SECTION: 7.17 PAGE: 1 DATED MAY 2002
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7.17 PARENTAL LEAVE

.01 The Red Deer Library Board will grant maternity, paternity, and adoption leave to employees who have been employed by the Board for at least twelve consecutive months prior to the request for leave, including part-time employees and pages. Leave will be granted without salary or benefits and will be for a maximum of one year. Leave may commence at any time up to twelve (12) weeks immediately preceding the estimated time of delivery.

.02 Notice of Intent to Commence Leave. The employee shall give the Board a minimum of two (2) weeks' notice in writing of the day upon which leave will commence. The employee is entitled to commence leave upon expiration of the two (2) weeks' notice. In the interest of the smooth operation of the Library, the Library Board requests two (2) months' notice, whenever possible.

When making the original request for parental leave, the employee shall indicate the length of leave required (within the one-year limit) and shall re-affirm, in writing, notice of readiness to return to work as outlined below in section 3. The length of the agreed maternity leave can only be changed with the approval of the Director of Library Services.

.03 Other Terms and Conditions. All terms and conditions relating to Section 7.14 Leave of Absence, shall apply in the case of maternity, paternity and adoption leave.