4.4 – Policy on Maternity Leave

**Purpose**

Through this policy Wesley College (“Wesley” or the “College”) seeks to establish a policy on Maternity Leave.

**Applicability**

This Policy applies to all full time Wesley College staff.

**Policy Statement**

The purpose of Wesley College’s Maternity Leave policy is to promote balance between the employee’s responsibilities at work and parenthood. It is the intent of the College’s Maternity Leave policy to comply with the Family and Medical Leave Act of 1993 and Wesley College’s Policy on Family and Medical Leave, which grants an eligible employee up to a total of 12 workweeks of unpaid-leave in any 12-month period for certain circumstances. Generally, the employee’s maternity leave is unpaid. However, an employee may use accrued sick leave and vacation as part of his/her maternity leave. The policy is described as follows:

**Sick Leave**

Employees may use accrued sick leave in accordance with qualifying circumstances under the Family and Medical Leave Act of 1993 (FML). The College reserves the right to require the employee’s doctor to certify the employee’s inability to work due to the above conditions at any time under FML.

If possible, the employee is requested to notify the supervisor of the anticipated date of leave at least two months in advance.

**Vacation Leave**

Employees may use accrued vacation time to remain on paid status during a period of maternity leave covered by the Family Medical Leave Act of 1993.

**Continuation of Benefits**

All benefits continue while an employee is on paid status, i.e., using accrued sick or vacation time for 50 percent or more of the month (health plan, prescription, disability, and retirement). In the case of unpaid leave, the employee portion of the benefit premiums will be the responsibility of the employee in accordance with the Family and Medical Leave Act of 1993, as applicable.

**Short Term Disability**

Employees may be eligible for Short Term Disability in cases where leave is no longer available. Employees should contact the Human Resources office to determine eligibility.