
Subject: Maternity and Parental Leave

Ownership: Total Rewards

Updated: May 1, 2021

Policy Number: 609-2C

PURPOSE

Sodexo supports its employees in the achievement of work life balance by providing an unpaid leave of absence to new parents.

NOTE: This policy is intended only as a general overview. Maternity, parental and adoption leaves are granted in accordance with the current provisions of the various provincial/territorial Employment Standards Acts. It is important to refer to the applicable Ministry of Labour for specific information.

SCOPE

This policy is applicable to all Sodexo Canada employees.

In order to qualify for maternity leave, parental leave or adoption leave, some provinces/territories have specific requirements regarding the length of service that is required with the current employer. Please check with the applicable ministry for more information.

MATERNITY LEAVE (also called Pregnancy Leave)

Under the Employment Standards Act of each province/territory, new mothers are eligible for an unpaid maternity **leave** for a specified number of weeks, typically between 15 and 18 weeks.

Under the Canadian Employment Insurance (EI) Act, a mother may be eligible for 15 weeks of employment insurance maternity **benefits**. Under EI there is an initial two (2) week waiting period during which no benefits are payable. [Use Service Canada](#) to get more detailed information regarding these benefits and how to apply for them. If you work in Quebec other legislation is applicable. [Consult the Quebec Parental Insurance Plan \(QPIP\)](#) for more information.

PARENTAL LEAVE

Upon completion of the maternity leave, an unpaid parental leave is available to a new mother, up to a specified number of weeks, typically between 37 and 52 weeks, depending on the province/territory. The father or other parent may also be entitled to parental leave.

Under the Canadian Employment Insurance Act (or Quebec Parental Insurance Plan), parental leave benefits may be available. [Use Service Canada](#) to get more detailed information regarding these benefits and how to apply for them. If you work in Quebec other legislation is applicable. [Consult the Quebec Parental Insurance Plan \(QPIP\)](#) for more information.

ADOPTION LEAVE

Under the Employment Standards Act of each province/territory, newly adoptive parents are eligible for an unpaid adoption leave for a specified number of weeks, typically between 37 and 52 weeks. This leave must commence within 52 weeks after the baby is born or first comes into the parent's care.

Under the Canadian Employment Insurance Act (or Quebec Parental Insurance Plan), parental leave benefits may be available for an adoptive parent. [Use Service Canada](#) to get more detailed information regarding these benefits and how to apply for them. If you work in Quebec other legislation is applicable. [Consult the Quebec Parental Insurance Plan \(QPIP\)](#) for more information.

GUIDELINES

Seniority, service and unpaid vacation entitlement continue to accrue for Sodexo employees who are on a maternity, parental or adoption leave. Unionized employees should refer to their collective agreement for more specific information.

Employees who are enrolled in a Sodexo employee benefit plan and who wish to continue coverage during their leave are responsible for paying their contribution towards the benefits premiums. Post-dated payments for the duration of the leave must be submitted before the beginning of their leave. If benefits are discontinued for an employee during the leave of absence, HR must be notified directly by an employee's manager immediately upon their return to work in order for the benefit coverage to resume. For more information, you can refer to the Leave of Absence Overview policy, and the Employee Benefits Policy, [available on the Human Resources Policies page on Sodexo Net](#).

RESPONSIBILITY

Employee

Employees must provide their supervisor with notice in writing indicating the estimated start date of their leave of absence as well as the estimated date of return to work. (A sample letter is provided in the Appendix of this Policy.) The amount of notice that is required varies by province/territory.

For maternity leave, employees must also provide a certificate from a legally qualified medical practitioner giving the estimated date of delivery (or the start date of custody in the case of adoption) and confirm their intention of taking the provincial/territorial maternity and/or parental leave.

If an employee intends to return to work earlier than originally indicated, he/she must provide at least a few weeks' notice to the immediate supervisor of the revised return date. Notice may vary according to your province/territory. Confirm with your HR representative for more details.

Employees must ensure any sick and vacation days taken are entered in Kronos before they start their leave.

Supervisor

The supervisor shall ensure that the appropriate paperwork is completed (with the employee's letter and medical certificate attached) and forwarded to the Human Resources Department as soon as possible to change the employee's status to "Leave of Absence". This will ensure that the employee can receive a Record of Employment.

The supervisor must ensure any sick and vacation days taken by the employee are entered in Kronos before they start their leave.

When the employee returns to work, the supervisor is responsible for submitting the paperwork necessary to reinstate the employee to "Active" status.

ADDITIONAL INFORMATION

For more detailed information, contact your designated Human Resources representative.

Reference

For other benefits related information, please [refer to the Employee Benefit Programs page on Sodexo Net](#).

APPENDIX
SAMPLE - Employee Letter

Date
Manager's Name

Dear Manager:

Re: Maternity Leave

I would like to confirm that I am expecting a baby and my expected date of delivery is (DATE). I am planning to take maternity and parental leave, starting on (DATE) and my expected return to work date is (DATE). I have attached a note from my medical practitioner confirming my estimated date of delivery. I will keep you informed if my situation changes prior to the start of my leave.

If I wish to return to work earlier than the date I have indicated, I agree to provide you with at least X weeks' notice.

{If enrolled in a Sodexo benefit plan}

I understand that I am eligible to continue my participation in the Sodexo benefit plan and that I am responsible for submitting post-dated cheques for my portion of the premiums for the duration of my leave of absence. I agree to the following (check all that apply):

- I elect to continue to participate in the employee benefit plan and will send post-dated monthly cheques for my premiums to the Human Resources Benefits department prior to the start of my leave.
- I am currently a member of the Registered Pension Plan and will send post-dated monthly cheques for my contributions to the Human Resources Benefits department prior to the start of my leave.

OR

- I do not want to provide post-dated cheques and understand that my benefits will be suspended for the entire period of my leave.

Name: _____
(Please print)

Signature: _____

Date: ____/____/____
(MM /DD /YY)