

	<h1>POLICY</h1>	Policy No: GOV-COU-XXX
<p><u>Policy Title:</u> Pregnancy and Parental Leave for Members of Council</p> <p><u>Policy Type:</u> COUNCIL</p> <p><u>Category:</u> Governance</p> <p><u>Sub-Category:</u> Council</p> <p><u>Author:</u> City Clerk</p> <p><u>Dept/Div:</u> Legislated Services</p>		<p><u>Approval Date:</u> Click here to enter a date.</p> <p><u>Reviewed Date:</u> Click here to enter text.</p> <p><u>Next Review Date:</u> Click here to enter text.</p> <p><u>Reviewed Date:</u> Click here to enter text.</p> <p><u>Last Amended:</u> Click here to enter a date.</p> <p><u>Replaces:</u> Click here to enter text.</p> <p><u>Repealed:</u> Click here to enter a date.</p> <p><u>Replaced by:</u> Click here to enter text.</p>
<p><u>Related Policies, Procedures and/or Guidelines:</u></p> <p><i>Municipal Act, 2001</i></p>		

1. POLICY PURPOSE:

The purpose of the policy is to establish the procedure for Members of Council to declare a pregnancy or parental leave as required by section 270 of the Municipal Act and identify the remuneration package and other administrative matters.

2. DEFINITIONS:

“Council agenda” 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 an absence of 20 consecutive weeks or less as a result of a Member’s pregnancy, the birth of a Member’s child or the adoption of a child by the Member in accordance with Section 259 (1.1) of the Municipal Act, 2001.

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic

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<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

This policy protects members of Council from removal of office and paid leave of absence due to pregnancy, the birth of a child or the adoption of a child up to twenty (20) consecutive weeks, not to extend beyond a member's term of office.

Unlike municipal employees who are entitled to pregnancy and/or parental leave in accordance with the Ontario *Employment Standards Act*, members of Council are not considered employees and are not eligible for employment insurance.

4. POLICY CONTENT:

1. The City of Kitchener supports a member of Council's right to pregnancy and parental leave ("leave") in keeping with the following principles:
 - a. An elected member shall not be required to obtain Council approval to take pregnancy and parental leave, not exceeding 20 weeks.
 - b. An elected member shall not have their elected office declared vacant as a result of such leave.
 - c. An elected member shall continue to receive all Council communication while on leave unless otherwise indicated on the Leave Advisory Form.
 - d. An elected member shall continue to reserve the right to participate as an active member of Council at any time during such leave.
 - e. An elected member shall continue to receive all remuneration and benefits afforded to Council members.
 - f. An elected member shall ensure that constituency services continue in their absence as indicated on the Leave Advisory Form.
2. Prior to the Leave, 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. In keeping with the principles above, if an out of office message is applied in accordance with the Leave Advisory Form, constituency inquiries shall be referred to staff in the Office of Mayor and Council (OMC) for triaging and response.
4. 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

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is requested, the City Clerk shall prepare a report for Council's consideration of the extended leave.

5. A member of Council shall notify the Human Resources division as soon as practicably possible of the birth or adoption of a child if benefit coverage is required.
6. As the elected head of City Council, the Mayor may request that Council make temporary appointments to any committees, boards etc. that may be vacated as a result of such leave.
7. At any time, the elected official on leave may advise the Clerk of changes to their return date, through reasonable written notice, and their intention to resume any and all statutory roles including work on committees.

5. HISTORY OF POLICY CHANGES

Administrative Updates

None.

Formal Amendments

None.

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Member of Council Leave Advisory due to Pregnancy and Parental Leave

Please refer to Corporate Policy GOV-COU-XXX: Pregnancy and Paternity Leave for members of Council when completing the form.

1) PREGNANCY AND PATERNITY LEAVE UP TO 20 WEEKS

Required if the Leave of Absence is for less than 20 consecutive weeks.

Member of Council Name: Click or tap here to enter text.

Leave Begin Date: Click or tap to enter a date.

Expected Date of Return: Click or tap to enter a date.

2) EXTENDED LEAVE OF ABSENCE:

Required if the Leave of Absence will be for more than 20 consecutive weeks. A leave request of more than 20 consecutive weeks shall be brought to Council for consideration in a report prepared by the City Clerk.

Member of Council Name: Click or tap here to enter text.

Leave Begin Date: Click or tap to enter a date.

Expected Date of Return: Click or tap to enter a date.

3) LEAVE ADMINISTRATION

Receipt of the Council agenda package while on leave?

Yes: No:

Receipt of correspondence and event invitations during leave?

Yes: No:

Initiation of an out of office message during leave?

Yes: No: