

# APEX Pregnancy and Parental Leave

---

## Birth Mothers

You are entitled up to:

- 17 consecutive weeks of pregnancy leave, and
- 35 consecutive weeks of standard parental leave    61 consecutive weeks of extended parental leave  
the projected date of birth
  - The start and end dates of your parental leave
  - The date of your return to work
  - A note from your doctor or midwife indicating the expected probable date of birth

If you plan to take any vacation in conjunction with your leaves, please specify those dates in your letter. That vacation time must be pre-approved in accordance with AD9.08.

This letter will be electronically submitted to Human Resources through an ePAR by your supervisor during the leave process.

If your baby is born before your pregnancy leave is due to start, the date of birth then becomes the first day of your pregnancy leave. If this happens, it is imperative that you notify your HR Associate as soon as possible so that leave dates can be adjusted accordingly.

## Non-Birth Parents and Adopting Parents

You are entitled up to:

- 37 consecutive weeks of standard parental leave    62 consecutive weeks of extended parental leave taken within  
52 weeks    78 weeks, respectively, of the baby's birth or the official date of custody of the adoptive child

You must provide at least 4 weeks' written notice prior to starting your leave. It should be addressed to your HR Associate at [seo3p7 \(03\)rtteYer-24.263\(m\)-3.4 \(u\)-6I foa\(a\)pl](mailto:seo3p7 (03)rtteYer-24.263(m)-3.4 (u)-6I foa(a)pl)

birth certificate, your HR Associate will amend the unpaid leave to parental leave. This will not affect your eligibility for Employment Insurance.

### **Maintenance of Benefits While On Leave**

Once your written notice is received by Human Resources, your HR Associate will issue a letter confirming your leave dates and to provide details of your benefits during your absence. While on leave, SFU will continue to pay

