



Guidelines for Maternity, Parental and Adoption Leave for Research Employees (Research Assistant, Research Support and Postdoctoral Fellows)

BC's Employment Standards Act (ESA) current covers employees with regard to maternity, parental and adoption leaves (details can be found [here](#)). This document provides the requirements in order for the Research People Team (RPT) to process the leave. As provincial and federal legislation is updated periodically, those requesting or managing leaves should review the relevant websites for current parameters.

While such leaves typically unpaid, these are job-protected and the dates requested must be granted if ESA requirements are met. An appointment may not be terminated when an employee requests a leave, although note that a Record of Employment (ROE) is generated for these requests in case the employee will apply for Employment Insurance (EI).

Pregnancy/ Maternity Leave <https://www2.gov.bc.ca/gov/content/employmentbusiness/employmentstandardsadvice/employmentstandards/formsresources/igm/esa-part-6-section50>

Parental Leave for Parents or Adopting Parents <http://staff.bcf>

Provide the following information:

• e.g., maternity/pregnancy/parental or adoption;

• start and end date of each type of leave;

• duration of leave – note that this must be equal to or less than the end of the appointment

• whether the continuation of extended health and/or dental benefits is desired

• continuation of the leave (applies only to those currently enrolled in extended health/

benefits plan)

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Supervisor Responsibility

When the supervisor receives a written request for a maternity/pregnancy or adoption leave, they are responsible to:

1. Send an email to the employee acknowledging the request for a leave. Remember this is a job-protected leave and must be granted.
2. Forward the information provided by the employee and the acknowledgement of the leave request to RPT by email to corresponding mailbox below copying the department. The email should contain the start, end date, and type of the leave.
 - x For Research Assistant and Research Support employees, please email rp_info@sfu.ca
 - x For Postdoctoral Fellows, please email postdoc2@sfu.ca
3. If the child is born before the probable date of birth, the supervisor must notify RPT so the date can be adjusted, and to avoid overpayment. If overpayment occurs, please contact Payroll (payroll@sfu.ca)

The email's subject line should start with the word "Leave", and be followed by the employee's name and the Leave start date e.g. Leave- Last name, first name yyyy/mm/dd.

RPT & Payroll Responsibility

When RPT receives the written request and acknowledgement of request from the supervisor, they are responsible to:

1. RPT captures the requested leave dates in the employee's record in myINFO.
2. RPT provides the employee with a letter confirming the leave dates and any information related to extended benefits if applicable, with a copy to Payroll Department and the supervisor
 - x If employee will remain enrolled on Extended Health and Dental plan during the leave, the employee will receive a Pacific Blue Cross change form to add the child to their plan after birth. Enrollment is not automatic.
3. Payroll submits Record of Employment (ROE) to Service Canada after their last pay before leave commencement to facilitate Employment Insurance (EI) claims, should the employee be eligible/interested. Note that this is a Service Canada requirement to verify the leave and calculate benefits.

Returning From Leave

If there are any changes to the return date the employee should inform their supervisor and RPT as soon as possible. If the employee will be returning to work on the expected return date, please confirm with the supervisor and RPT at least 4 weeks in advance so payroll can be activated.

Additional Information

- x [BC Employment Standards Act \(Leaves of Absence\)](#)
- x [Service Canada \(Employment Insurance\)](#)