



***Policy Implementation Guideline:
Extended Maternity Leave***

EXTENDED MATERNITY LEAVE

I. Definition:

Fully paid maternity leave option offered to all expectant and post natal mothers beyond what is legally required.

II. Important Considerations:

- Eligibility, rules and regulations to utilise extended maternity leave option must be clearly defined within the policy prior to implementation.
- The extended maternity leave policy should be reviewed at least once per year.
- Supervisor and HR may edit or discontinue the policy if it no longer meets business needs.

III. Policy Guidelines:

- **Eligibility:**
All full time and part time female employees who are at least 28 weeks pregnant.
- **Application and Approval Process:**
All full time and part time female employees who are at least 28 weeks pregnant are by default eligible for an extended maternity leave.
- **Review of Extended Maternity Leave:**
 - a. The extended maternity leave must be reviewed regularly to determine it meets business needs.
 - b. Supervisor and HR may edit or discontinue the policy if it no longer meets business needs.
- **Expectations of Employees on Extended Maternity Leave:**
 - a. Employees and HR must agree to scheduled checkpoints during the extended maternity leave to discuss their expectations and available options returning to work as a new parent.
- **Rewards and Salary:**
Typically, there is no impact to compensation and benefits for employees on extended maternity leave. Nevertheless, the Benefits & Compensation Coordinator should be contacted in order to clarify any related questions as a result of the employee being on extended maternity leave.

- **Performance Management:**
The employer's standard performance management process will apply. However the employee's performance will only take into consideration the time served during the business year.

Checklist for Employer:

- Define workforce impacted and employee eligibility.
- Define the differences between compulsory and statutory maternity leave.
- Update existing policy.
- Determine updated compensation scale if necessary.
- Receive request from eligible employees and their timeline notification of the intention to go on extended maternity leave.
- Confirm eligibility and confirm entitlement to employee.
- Confirm leave period with employee.
- Discuss and arrange with employer on method and frequency for staying in touch while on extended maternity leave.