

**OLDS COLLEGE
PROCEDURES**

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the policy of the Board of Governors that breach of College Policies or Procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

SUBJECT AND POLICY NUMBER	C08 – Leaves of Absence - Supplementary Employment Benefits - Maternity
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NEW \ REVISED

Common Issues	VPSS	VPAR	VPAD
	January 27, 2015		

PROCEDURES

Olds College is committed to supplementing the employment insurance benefits received by eligible Employees for the health related portion of a maternity leave.

The Olds College Supplementary Employment Benefits (SEB) Plan is applicable to employees who are entitled to a maternity leave of absence as defined in their Collective Agreement or Terms of Employment.

Olds College will supplement eligible employees' Employment Insurance (EI) benefit payments for the allowable portion of the maternity leave. To be eligible for SEB Plan payments, the employee must:

- a) commence maternity leave prior to the estimated date of delivery; and
- b) apply for and be in receipt of Employment Insurance benefits.

The SEB Plan benefit will be paid for a maximum of eight (8) weeks. The eight (8) week period will be limited to up to two (2) weeks prior to and six (6) weeks following the date of delivery.

The SEB Plan will pay the difference between the amount being received in Employment Insurance benefits and 95% of the employee's regular salary. When the two (2) week Employment Insurance waiting period occurs within the period mentioned above, the College will pay 95% of the employee's regular salary.

It is the employee's responsibility to apply for EI. The SEB Plan benefits will be automatically tagged by Human Resources when a maternity leave request is submitted.

For payment of SEB benefits to be processed, the employee will be required to submit:

- a) to Human Resources, a copy of the child's birth certificate, and
- b) to Payroll, cheque stubs from Service Canada - Employment Insurance to verify receipt of benefits.

SEB Plan payments will be made at regularly scheduled pay periods.

During the period of the leave in which the Employee is medically unable to work, the College will continue the Employee's group insurance benefits and pension plan at the regular level of cost-sharing. During this time the Employee also earns vacation.

During the unpaid period of the maternity leave, the employee may maintain benefit coverage by paying 100% of the premium costs, on a monthly basis, for the benefits she chooses to keep.