

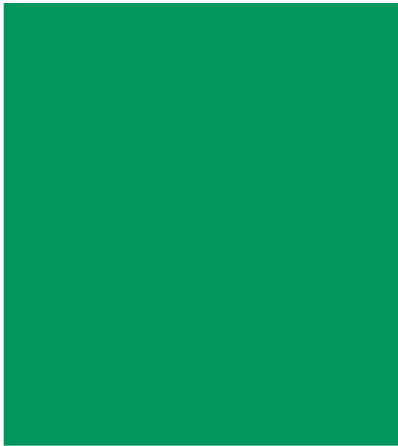
LEAVES OF ABSENCE

SUPPLEMENTARY EMPLOYMENT BENEFITS (SEB) - MATERNITY

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	G. People & Culture
Parent Policy:	G12
Approval Date:	January 27, 2015
Effective Date:	January 27, 2015
Procedure Owner:	Chief People & Culture Officer

Overview:	<p>Olds College of Agriculture & Technology (the "College") is committed to supplementing the employment insurance benefits received by eligible Employees for the health related portion of a maternity leave.</p>
Procedures:	<p>The 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.</p> <p>The 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:</p> <ul style="list-style-type: none"> a) commence maternity leave prior to the estimated date of delivery; and b) apply for and be in receipt of Employment Insurance benefits. <p>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.</p> <p>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.</p> <p>It is the employee's responsibility to apply for EI. The SEB Plan benefits will be automatically tagged by People & Culture when a maternity leave request is submitted.</p> <p>For payment of SEB benefits to be processed, the employee will be required to submit:</p> <ul style="list-style-type: none"> a) to People & Culture, a copy of the child's birth certificate, and



Definitions:

Related Information:

Review Period:

Revision History:

<p>b) to Payroll, cheque stubs from Service Canada - Employment Insurance to verify receipt of benefits.</p> <p>SEB Plan payments will be made at regularly scheduled pay periods.</p> <p>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.</p> <p>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.</p>
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<p></p>
<p>3 years</p>
<p>New: January 2015</p>