

# COUNCIL MATERNITY AND PARENTAL LEAVE POLICY

## POLICY PURPOSE

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To ensure that Village elected officials are provided with paid time off to coincide with the birth or adoption of a child.

## POLICY

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### 1.0 Scope

The Village of Pemberton recognizes the physical, emotional and psychological demands of both childbirth and adoption and considers that a period of leave is important for the well-being of both the parent and the child. This policy has been created to support elected officials in their decision to become parents and in the first six months of caring for a new child.

### 2.0 Eligibility

Elected officials who give birth or adopt a child are eligible for maternity or parental leave benefits under this leave policy.

Elected officials who are the spouse/common law partner/co-parent of a person giving birth or adopting a child are eligible for parental leave benefits under this policy, regardless of family status or gender.

### 3.0 Leave Provisions

#### 3.1 Maternity Leave

Paid maternity leave up to six months is available to elected officials who are pregnant or have given birth. Elected officials on paid maternity leave will continue to receive full remuneration.

#### 3.2 Parental Leave

Paid parental leave following the birth or adoption of a child is available to elected officials regardless of family status or gender.

Elected officials are entitled to paid parental leave for up to six months following the birth or adoption of a child and will continue to receive full remuneration.

Maternity leave and parental leave entitlements may not be combined, shall not exceed a total of 6 months per leave and will not extend beyond the end of the elected official's term of office, unless re-elected.

Elected officials may request an extension to the six months leave entitlement, which would require the leave of Council, through a Council motion pursuant to section 125(7) of the *Community Charter*.

#### 4.0 Appointments and Designations:

Despite being on maternity leave or parental leave, an elected official may attend any Council or Committee meeting as an active member of Council at any time during their leave. The elected member on maternity leave or parental leave shall provide written notice to the Mayor and CAO of their intent to continue or resume any Council-approved appointment during their leave.

An elected official on maternity or parental leave will resume all appointments and designations, including Acting Mayor, Committee Chair, and appointments representing the Village on outside committees and organizations, upon their return unless the membership(s) or appointment(s) expire before their return.

To ensure continuity, Council may authorize the temporary assignment of the elected member's committee membership(s) or appointment(s).

#### 5.0 Notice

To ensure that the Village of Pemberton can make the necessary arrangements to accommodate individuals taking maternity or parental leave, individuals who wish to take a leave must notify the Mayor and the corporate officer in writing at least four weeks prior to the anticipated commencement of the leave indicating the expected start and end dates of the leave and include information about duties the parent intends to continue to perform during the leave. The notice requirement may be less than four weeks or waived in extraordinary circumstances.

#### 6.0 Council Leave

For certainty, an elected official on leave pursuant to this policy will be deemed to be absent with the leave of Council for the purposes of section 125(7) of the *Community Charter*. An elected official on leave pursuant to this policy shall not be disqualified from Council for being absent from Council meetings during the leave.

Policy Number: COU-014  
Developed By: Human Resources  
Updated: January 2025



## POLICY AMENDMENTS

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The chief administrative officer may make administrative amendments to this policy.

Council is responsible for approving this policy and any substantive amendments.