

<b>Title: Maternity Leave</b>	<b>Number: 5.20-1.1111.1</b>
<b>Approved by the Board of Governors</b> <b>Date: 14 November, 2011</b>	<b>Implementation</b> <b>Date: November 14, 2011</b>
<b>History: Faculty/Staff Guidelines 1999</b> <b>Scheduled Review Date: November 2014</b>	<b>Origin: Human Resources</b> <b>Authority: BVI Labour Code 2010 / Social Security Board</b>

### **Rationale**

The College supports its employees and their families by providing fair maternity leave. Employees who have been employed with the College for twelve continuous months are eligible for maternity leave.

### **Policy**

The entitlement for maternity leave is three (3) months (denoted as 13 weeks for social security purposes). The policy ensures that employees on maternity leave receive full salary (100%) during the approved period. As an insured person with Social Security Board, it is expected that the employee will file for and receive social security benefits (66 2/3 percent of their insurable earnings) which are designed to cover lost wages. For employees filing with the Social Security Board, the College will provide the remaining wages not received from the Social Security Board. If an employee opts not to file with the Social Security Board, the College will only pay the remaining wages that the employee would have received had she applied.

### **Abuse of Maternity Leave Privileges**

- a. Abuse of maternity leave privileges may be grounds for disciplinary action.
- b. It is not permitted to seek gainful employment elsewhere while out on maternity leave.



## Procedures

Purpose: To outline the policy and procedures for College female employees' maternity leave.

Authority: HLSCC Board of Governors and BVI Labour Code 2010

Eligibility: To be eligible for maternity leave an employee must have been employed with the College for twelve (12) continuous months.

Accrual Rates: An employee is eligible for 3 months (13 weeks) paid leave, which can be credited to the employee when required by Human Resources, not to exceed 3 months (13 weeks) in any 12 month period.

Use of Maternity Leave: Maternity leave will be granted under the following conditions:

1. The employee must be expecting (pregnant).
2. At least six (6) of the thirteen weeks must be taken after the date of confinement.
3. At the discretion of the President, leave may be granted to the adoptive parent of a child (subject to the age of the child)

### Scheduling of Leave:

- a. Application for maternity leave must be made to the Human Resources Department via the immediate supervisor.
  - b. Faculty members are required to give at least three (3) months' notice prior to the commencement of the leave period. Staff members are required to give at least two (2) months' notice prior to the commencement of the leave period.
  - c. Applications for leave must be accompanied by a medical certificate from a Physician stating date of expected confinement and prior to the commencement of leave a copy of the Social Security claim form must be submitted to the Human Resources Department.
  - d. When an employee is out on maternity leave, to receive wages not provided by the Social Security Board, a copy of the related maternity leave benefit correspondence received must be submitted to the Human Resources Department.
  - e. When maternity leave expires the employee is required to return to work. Failure to promptly return to work when bereavement leave expires, or obtain approval for additional leave, may result in disciplinary action.
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