

SECTION: ADMINISTRATION

SUBJECT: SUPPLEMENTAL UNEMPLOYMENT  
BENEFITS (SUBPLAN)

Original Resolution No.: 97-03-16

**Supplemental Unemployment Benefit (Sub) Plan**  
(Maternity Leave Benefits)

It is the policy of the County of Warner to provide maternity leave benefits, in addition to legislative requirements, for full-time female employees which subsidizes the current Federal Employment Insurance (E.I.) program. The purpose of the policy is to describe administrative needs and the top-up benefits for illness and sick benefit entitlements for temporary unemployment due to valid health-related reasons during a portion of their maternity leave.

**Guidelines**

1. Eligible employees means those who are pregnant, have worked full-time for the County for one year or more and are eligible for Employment Insurance (E.I.) maternity benefits. All eligible employees shall be entitled to legislated maternity leave and are required to apply for and receive Employment Insurance maternity benefits to be considered for payments under the Supplementary Unemployment Benefit (SUB) Plan.
2. The County will implement a 95% SUB Plan where each employee shall have access to pay for a maximum of 17 weeks during a portion of their total maternity leave.
  - a. The County shall pay its portion of the employee's benefit plan premiums for the maximum of the 17 week period. The remainder of the maternity leave, exclusive of the 17 week period, shall be without pay and County contribution of premiums.
  - b. A SUB Plan payment is payable for a period during which an employee is not in receipt of Employment Insurance, if the only reason for non-receipt is the employee is serving a two week waiting period required by Employment Insurance.
3. Eligible employees must provide satisfactory medical evidence confirming the validity of the health related reason for absence from work during maternity leave. In respect of this health related period of leave:
  - a. Employees must prove they applied for E.I. benefits and must provide proof of entitlement or disentanglement to E.I. benefits.
  - b. E.I. benefits will be topped up to the 95% level of illness or sick benefits to which the employee would otherwise be entitled.
  - c. The SUB plan payments, when combined with E.I. benefits payments, in respect of a week may not exceed 95% of the employee's normal weekly employment earnings.
4. Each employee shall notify the County of her possible leave requirements three months in advance, however, she shall give the County at least two weeks written notice of the day on which she intends to commence maternity leave.

5. Each employee shall notify the County of her intentions to return to work at least two weeks prior to returning.
6. The County will use the employee's E.I. benefit payment stub to verify that the employee is receiving E.I. benefits and to determine the amount of E.I. benefits received.
7. Benefits payable in accordance with this policy will not reduce the employee's vacation leave, severance pay, accumulated sick leave, or any other accumulated credits from her employment.
8. The SUB plan is financed by the employer's general revenues and will be identified separately in the payroll records.
9. Employees do not have a right to SUB plan payments except for supplementation of Employment Insurance Benefits for the unemployed and sick related portion of the maternity period as specified in this policy.