Chronological No OIC-2025-46

File Reference: GOV – 01

Date: 03 07 2025
Day Month Year

KWANLIN DÜN FIRST NATION

ORDER IN COUNCIL

ORDER IN COUNCIL TITLE:
REPEAL AND REPLACEMENT OF MATERNITY AND PARENTAL LEAVE SUPPLEMENTARY BENEFIT POLICY

THE COUNCIL ORDERS THAT

1. The 2023 policy titled "Maternity and Parental Leave Supplementary Benefit Policy", originally adopted through OIC-2023-52 and suspended through OIC-2025-15, is repealed.
2. The 2025 policy entitled "Maternity and Parental Leave Supplementary Benefits Policy", a copy of which is attached to this Order and marked as Schedule 'A' is hereby adopted.

The Seal
of the Kwanlin Dün
First Nation

Chief Sean Smith

CERTIFIED AND DEPOSITED
IN THE KWANLIN DÜN FIRST NATION
REGISTRY OF LAWS AND POLICIES

2025 08 08
YYYY MM DD

Executive Council Office

Schedule 'A'

(OIC-2025-46)

Kwanlin Dün First Nation

Maternity and Parental Leave Supplementary Employment Benefit Policy

Initial Approval Date: July 3, 2025	**Revised Date:**
Legislative Authority: KDFN Constitution	**Policy Authority:** OIC-2025-46
Administrative Authority: Human Resources and Finance	

PURPOSE

The purpose of this policy is to define the arrangements for the maternity and parental leave Supplementary Employment Benefit (SEB) for eligible Kwanlin Dün First Nation (KDFN) Employees.

SCOPE

This policy applies to KDFN Employees who have been granted maternity or parental leave in accordance with the KDFN Personnel Policy and Procedures Manual (PPPM). The benefits described in this policy, and any changes to them, do not form part of the employment agreement between KDFN and its employees. KDFN may unilaterally amend or repeal this policy at any time. This policy does not form part of the KDFN PPPM.

DEFINITIONS

Employee has the same meaning as under the PPPM.

Supplementary Employment Benefit means a top-up benefit provided to employees who are on maternity and/or parental leave under the PPPM.

ABBREVIATIONS

"KDFN" means the Kwanlin Dün First Nation Government.

"SEB" means the Supplementary Employment Benefit as defined under this policy.

"PPPM" means the KDFN Personnel Policy and Procedures Manual, as amended from time to time.

POLICY

Eligibility

1. An Employee is eligible to apply for SEB if they:
   1.1. are a permanent or fixed-term Employee employed on a full-time basis;
   1.2. are approved for maternity or parental leave without pay under the PPPM; and
   1.3. will have completed one-year of continuous employment with KDFN prior to the start of their leave
2. Nothing in this policy affects the application of the PPPM or the KDFN Benefits Plan.
3. Nothing in this policy affects the provisions of an employment agreement.

SEB Top-Up Allowance

3. The SEB will be paid in accordance with Appendix 'A' to this policy.
4. Subject to applicable law, SEB payments are pensionable and taxable, but not insurable.

Procedure

5. An eligible Employee may apply in writing to the Director of Human Resources for SEB associated with an approved period of maternity or parental leave granted under the PPPM. The Employee will provide any information requested by KDFN in connection with this application and will use any form that KDFN may have adopted for this purpose.
6. An Employee may apply for SEB at the same time as they apply for maternity or parental leave under the PPPM, but the application for SEB will not be considered until a determination has been made on the Employee's application for maternity or parental leave.
7. An application for SEB will be rejected if:
   7.1. the Employee is not eligible for SEB; or
   7.2. the Employee's contract of employment is inconsistent with any term of the agreement described in section 8 of this policy.

8. If an application for SEB is approved, it will not be effective unless and until the Employee has executed an agreement, substantially in the form set out in Appendix 'B' to this policy, and which confirms:

   8.1. that the Employee will return to work immediately after the expiry of their maternity or parental leave, unless KDFN agrees to a different date in writing;

   8.2. that after returning to work, the Employee will not end their employment with KDFN for a period of time equal to the period of time over which the Employee received SEB during their maternity or parental leave;

   8.3. that the Employee will be indebted to KDFN for the full amount of SEB they received if they fail to comply with the agreement, payable in full, on demand; and

   8.4. any other terms that KDFN considers to be warranted in the circumstances.

RELATED POLICIES

KDFN Personnel Policy and Procedures Manual, section 9.8 Maternity and Parental Leave and 9.13 Leave Without Pay

APPENDIX 'A'

This is Appendix 'A' to the KDFN Maternity and Parental Leave Supplementary Employment Benefit

1. In respect of an approved maternity leave, the SEB will be $355 per week during the period of the leave.
2. In respect of an approved parental leave, the SEB will be $355 per week during the period of leave to a maximum of $12,425.