

# **LOCAL 255 CALGARY FIREFIGHTERS ASSOCIATION**



## **PREGNANCY AND FAMILY PLANNING RESOURCE GUIDE 2021**

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## **Pregnancy & Family Planning Resource Guide Purpose**

**This Pregnancy & Family Planning Resource Guide is designed to:**

- Help assist you through the entire process of deciding to start a family as a Calgary Fire Department (CFD) Firefighter;
- Discuss the risks for both male and female reproduction as a Firefighter;
- Outline the policies around the different Employment Leave options when starting or expanding a family;
- Support pregnant Firefighters through maternity.

**In this Guide you will find answers to questions regarding:**

- Reproductive risks;
- Pregnancy (including your rights while pregnant and work options);
- Different Leave of Absence options offered by The City of Calgary;
- Federal laws and employment insurance, benefits, pension, vacation, seniority;
- and much more.

If this Guide does not satisfy all your questions, hopefully it will provide you with enough information to direct you to the appropriate resources to find an answer. CFD's first Firefighter pregnancy occurred in 2004. Since that time, members and leaders have struggled to produce a Guide that will assist female and male Firefighters alike, in navigating the decisions, processes, and policies regarding healthy pregnancy and family planning. It is our intention that this Guide is a living document and that it continues to evolve as more information becomes available and more guidance is sought.

It is also advisable for leaders and managers to familiarize themselves with this Guide, so that accurate and appropriate guidance can be offered to Members.

While this Guide specifically discusses frontline positions, the information is transferable to Local 255 Day Staff positions.

## Firefighting and Reproductive Health & Exposures

### What are some of the reproductive issues and risks for Firefighters?

It is important when making decisions about starting a family that you understand all the potential risks involved as a Firefighter. It is also important to understand that not only female Firefighters are at risk. There are several articles and research studies in the appendices that you can read in detail.

The following are some findings related to reproductive issues in Firefighters:

- The offspring of both male and female Firefighters have an increased occurrence of ADHD, autism spectrum disorder, and cancers.
- The majority of chemicals tested for reproduction affect both male and female Firefighters
- Many of the chemicals at fire scenes are known to have mutagenic effects.
- Hyperthermia may pose a significant reproductive hazard for male Firefighters and Firefighters who are pregnant.

#### Male Firefighters

- Male Firefighters are 50% more likely to seek fertility treatment than non-Firefighters.
- Sperm production takes ~75 days. Environmental insult during that time could affect sperm viability until new sperm are fully matured.
- Male Firefighters may be at increased risk of infertility.
- Hyperthermia, physical activity, noise, psychological stress, ionizing radiation, and chemical exposures have been proposed as potential hazards affecting fertility and reproductive health in Firefighters.
- Functional sperm count may be reduced up to 24 weeks in fertile males due to occupational exposure to high temperatures.
- Sperm quality decreases by approximately 40% for each degree above the body's ideal temperature.
- Occupational heat exposure results in 1.8 times more likelihood of having abnormal sperm and being unsuccessful in trying to conceive for more than one year, than in men with no occupational exposure to heat.
- Sperm DNA can be damaged by environmental toxins and increased body temperature.
- Offspring of male Firefighters may have increased risk of septal defects, congenital heart defects/abnormalities, cleft lip, penis abnormalities, and club foot.
- Poor sleep quality can affect sperm health.
- Male germ cell mutagenesis can increase the chances of spontaneous abortion, physical malformations, behavioral alterations, and increased incidence of certain diseases.
- Chronic paternal exposures could affect fertility of his offspring.
- Many toxic products of combustion are endocrine disrupting chemicals (EDCs) which can affect sperm health.
- Abnormal sperm in conception can lead to increased likelihood of spontaneous abortion and/or birth defects.

#### Female Firefighters

- Miscarriage rates in female Firefighters are double that of non-Firefighters.
- Female Firefighters and shift-workers may be at an increased risk of having miscarriage, pre-term birth, and lower birthweight babies.
- Female shift-workers are more likely to experience infertility than non-shift workers. Shift work is not associated with infertility in males.
- Female shift-workers are at increased risk of irregular menstrual cycles, painful periods, and endometriosis.
- Exposure to lead in smoke particles may lead to increased risk of developmental disabilities, miscarriage, low birth weight, and infertility.
- Fetal exposure to toxins can lead to lower sperm production in offspring.

- Products of combustion, especially carbon monoxide, and other toxic chemicals, including prolonged exposure to vehicle exhaust, can have adverse effects at any time during pregnancy.
- Trauma can have adverse effects at any time during pregnancy.
- Loud noises can lead to lower fetal weight and increased risk of fetal mortality and hearing loss in babies.
- There is increased risk of miscarriage and birth defects with exposures in the first trimester.
- Second and third trimester exposures may lead to slowed fetal growth, impeded brain development, and pre-term labor.
- The risk to the fetus from excessive heat is highest during the first two months of pregnancy. PPE is not designed to protect the fetus.
- After the first trimester, alternating shift work, prolonged standing, heavy lifting, and noise exposure become higher risks.

### **Can I request modified duties if I am dealing with fertility issues?**

There is evidence that suggests Firefighters are at a higher risk of experiencing fertility issues. If you are experiencing fertility issues and would like to avoid exposures on the fire ground, you may request Modified Duties for the period of time that it takes to conceive, or is agreed upon between you, your partner, and your healthcare provider. Modified Duties can be arranged through the Ability Management office.

Ability Management Advisor Contact Numbers:

- 403-287-4238
- 403-268-8744

### **What support is available to me if I am dealing with fertility challenges?**

Fertility challenges and assisted reproduction can be physically, emotionally, and psychologically draining. All Members are reminded that a wide range of personal support is available throughout this process. Support can be found by speaking with your family, friends, personal physician, or psychologist, as well as:

- **LifeWorks**
  - Phone 1-877-700-1424
  - [login.lifeworks.com](http://login.lifeworks.com)
  - Available to all City of Calgary employees and their families.
- **Local 255 Peer Support Team**
  - Contact numbers can be found on the Calgary Firefighters Association website and calendar.
- **CFD Wellness Clinic**
  - Phone (403) 873-2352

A more comprehensive list of supports is available in the appendices.

## **Fertility Treatments**

### **Are fertility treatments covered by Alberta Health Care or Alberta Blue Cross?**

Alberta Health Care does cover care related to the assessment of infertility. Unfortunately, once a diagnosis is made, specialized fertility treatments and procedures are uninsured. The following is a list of insured services by Alberta Health Care:

- Consultations and visits required to diagnose infertility;
- Endocrinology;
- Diagnostic, ultrasound and laboratory tests;
  - Semen analysis (SA)
  - Antral follicle count (AFC)
  - Hysterosalpingogram (HSG)
  - Saline infusion sonohystogram (SIS)

- Hysteroscopy
- Any treatments or surgeries to correct the physiological causes of infertility;
- Services to repair or improve the condition of the reproductive system;
- If the cause of infertility is anatomical (e.g. fallopian tube blockage), the subsequent Physician visits and surgery are insured;
- Care which includes the use of oral medication with intercourse when used to assess infertility;
- Medical services provided during a pregnancy resulting from fertility treatments.

Once a diagnosis has been made, any further specialized treatment is uninsured. The following treatments are not considered medically necessary by Alberta Health Care and are therefore uninsured:

- Initial and follow-up Physician visits
- Stimulating multiple follicles and eggs to develop
- Egg retrieval
- Fertilizing eggs in a laboratory
- Embryo transfer to the uterus
- Post-diagnosis laboratory and diagnostic imaging procedures
- Vitro fertilization (IVF)
- Intracytoplasmic sperm injection (ICSI)
- Intrauterine insemination (IUI)
- Artificial insemination
- Ovarian stimulation
- Sperm transfer
- Gamete transfer

The following link provides a clear visual of typical pathways for Albertans seeking fertility care, and illustrates which treatments are insured and which are uninsured:

<https://www.albertahealthservices.ca/assets/info/pf/if-pf-fertility-infographic.pdf>

Alberta Blue Cross does not cover fertility treatment however; some drugs may be covered under the plan. Further inquiries may be necessary.

Any costs related to fertility treatments are tax deductible and may be claimed on your income tax return. It is important to keep receipts for all related costs incurred.

Generations of Hope is an organization which provides financial assistance to those seeking fertility treatment. <http://www.gensofhope.com>

## Pregnancy

### Do I have to tell CFD that I'm pregnant?

You are under no legal obligation to disclose the pregnancy to your employer at any stage of pregnancy. While as a practical matter, pregnancy at some point becomes apparent, the decisions about when and how to disclose or confirm this information belongs solely to you. This is true of Firefighters who work in any CFD Division, including Fire Rescue Services. Similarly, you are not obligated to disclose, and should not be asked to disclose, your intention of becoming pregnant or of becoming a parent.

### When do I have to tell CFD that I plan to take Maternity Leave of Absence?

"This is something central to a woman's life, to her dignity. It's a decision that she must make for herself. And when government controls that decision for her, she's being treated as less than a fully adult human responsible for her own choices." *Ruth Bader Ginsburg, 1993*

You are under no legal obligation to disclose the pregnancy to your employer until you request your maternity leave.

According to the Employment Standards Act, you are expected to give the employer a minimum of two week's written notice of your intent to take Maternity Leave of Absence. If you stop working because of a pregnancy complication or because of a birth, still-birth, or miscarriage that occurs earlier than the due date, you are required, within two weeks after stopping work, to give the employer written notice of the day the Maternity Leave began or is to begin, and should the employer request, a certificate from a legally qualified Medical Practitioner.

The City of Calgary policy states: During the first six (6) months of her pregnancy, such employee shall apply in writing to her immediate Exempt supervisor for Maternity Leave and include the estimated delivery date and the commencement date of the Maternity Leave..

### Are there any resources to help me discuss my job duties with my Healthcare Provider?

To help inform the discussion with your healthcare provider, you may want to refer to the CFD Job Demands Analysis (JDA) conducted for the position of Firefighter 1, 2, 3. A JDA for additional positions can be obtained by contacting CFD Ability Management:

- [JDA Firefighter 1 2 3](#)

It is important as a Firefighter to maintain your fitness level. Staying fit and active during your pregnancy is healthy and beneficial, however, there are certain things to be aware of to avoid any adverse effects.

The Physical Activity Readiness Medical Exam for Pregnancy (PARmedX for pregnancy) is an excellent resource to be used with your healthcare provider to help determine safe levels of physical activity while pregnant:

- [Physical Activity Readiness Medical Exam for Pregnancy](#)

You may also want to refer to [NFPA 1582 Standard on Comprehensive Occupational Medical Program for Fire Departments 2018](#).

NFPA 1582 offers an entire appendix section (Annex D Pregnancy Issues) focused upon the health implications of pregnancy and firefighting. Annex D addresses risks such as chemical exposures and shift work and looks at accommodations that may be required through the three trimesters of pregnancy and post-delivery, including breastfeeding.

Be advised that the legal references in this standard are based on US Laws and precedents that are not applicable in Canada. This NFPA Standard outlines an occupational medical program to reduce risks and

provide for the health, safety, and effectiveness of Firefighters. This standard describes Category A and B medical conditions; Category "A" conditions preclude an individual from performing essential Firefighter job tasks or present a significant risk to the safety and health of that individual or others. Category "B" conditions are those that, based on their severity or degree, **may or may not** preclude an individual from performing essential Firefighter job functions or present a significant risk to the safety and health of that individual or others.

NFPA 1582 classifies pregnancy, throughout its duration, as a Category B medical condition and advises that a Firefighter who is pregnant shall be evaluated based on their ability to perform as a Firefighter in a training or emergency operational environment. Furthermore, it recommends that a pregnant Firefighter shall be informed of the potential risks to her fetus due to possible exposures during Firefighter duties.

### **How do I request modified duties?**

As a pregnant Firefighter, you have the right to continue with your regular firefighting duties until such time as you, in consultation with your healthcare provider, decide that limitations may be required. You need not disclose your pregnancy. If you choose to disclose, this decision can be made at any stage of pregnancy. Restrictions and limitations may change over the course of a pregnancy at your discretion. Note that restrictions and limitations may vary between pregnant Firefighters and between the pregnancies of any individual Firefighter. The assessment is based on your particular needs at that time, in consultation with your healthcare provider. Modified duties can be arranged through CFD Ability Management.

#### **Ability Management Advisors Contact Numbers as follows:**

- 403-287-4238
- 403-268-8744

Once on modified duties, even working full time hours, the short-term disability clock begins. This could put you into long term disability later in your pregnancy. Being pregnant is not a disability. Pregnant Firefighters are offered accommodated duties upon request for the required period. By year end 2021 there will be an arbitration decision that will clarify the start point of short term disability.

### **What if I am unable to work in any capacity during my pregnancy?**

If you are pregnant and have been seen by a Physician of your own choosing and have been advised not to be in the workplace, you are eligible to apply for Short Term Disability benefits. Should you be approved for Short Term Disability and/or Long-Term Disability prior to the date you had indicated that your Maternity Leave would commence, this period of absence will not be included as part of your Maternity Leave. Once your baby is born, you must notify the Short-Term Disability or Long-Term Disability provider and apply for Maternity Leave.

### **Can I continue to work my regular shift schedule while on modified duties?**

There are many benefits of having on-shift positions for pregnant Firefighters and these should be considered along with potential health risks. Being off the floor during pregnancy and Maternity/Parental Leave, can leave a Firefighter feeling detached and out of touch with the job, especially if the Firefighter has more than one pregnancy. Having on-shift accommodated positions for pregnant Firefighters allows the Firefighter to continue feeling connected to the job and crew. The Firefighter can continue to be a part of station drills and training, rig and equipment checks, inspections, hydrants, house-to-house and other daily crew activities. This will continue to keep the Firefighter's skills up to date as well as providing the psychological benefit of feeling connected, confident, and part of a crew.



See the attached chart for current work options during pregnancy:

**CFD CURRENT WORK OPTIONS FOR PREGNANT FIREFIGHTERS**

OPTIONS	SCHEDULE/REPORTING	CONSIDERATIONS	CHALLENGES
<b>Frontline for a Portion or for the Duration of the Pregnancy</b> <b>Regular Duty</b> <b>Regular Shift</b>	<ul style="list-style-type: none"> <li>24-hour shifts.</li> <li>No change of duties.</li> <li>Report to Captain.</li> </ul>	<ul style="list-style-type: none"> <li>Physician approval.</li> <li>Continuing to meet physical requirements.</li> <li>Knowledge of and acceptance of risks to the fetus including increased risk in first trimester.</li> </ul>	<ul style="list-style-type: none"> <li>Duty gear that fits.</li> <li>Peer scrutiny.</li> <li>Acceptance of risk requirement?</li> <li>Frequency of physician approval?</li> <li>Frequency of physical job demands testing and fairness of this.</li> </ul>
<b>In-Station Day &amp; Night</b> <b>Accommodated Duty</b> <b>Regular Shift</b>	<ul style="list-style-type: none"> <li>24-hour shifts.</li> <li>Duty assignment to Panel at Station 16.</li> <li>(If more than two pregnant members on one platoon, consider Chief Assistant/Aide /Driver position).</li> <li>Report to Captain.</li> </ul>	<ul style="list-style-type: none"> <li>Physician approval.</li> <li>Still increased exposure to potentially harmful environment.</li> </ul>	<ul style="list-style-type: none"> <li>Duty gear that fits.</li> <li>Nighttime contribution/value.</li> </ul>
<b>In-Station Day</b> <b>Accommodated Duty</b> <b>4 on 4 off</b>	<ul style="list-style-type: none"> <li>12-hour shifts.</li> <li>Assignment to perform in-station and community duties (inspections, etc.)</li> <li>Participate in crew training.</li> <li>Report to Captain/ District Chief</li> <li>(up to 12 spots available. Work first and last shift on their platoon and the middle days with two other platoons).</li> </ul>	<ul style="list-style-type: none"> <li>Drawing the line between what training to participate in and what would be considered unsafe.</li> <li>Still increased exposure to potentially harmful environment.</li> </ul>	<ul style="list-style-type: none"> <li>Continuity of supervision.</li> <li>Exposure to and acceptance of multiple crews.</li> <li>Challenges of COVID and public interaction.</li> <li>Uniform Outerwear determination.</li> <li>Vehicle.</li> </ul>

<b>Out of Station</b> <b>Accommodated Duty</b> <b>Or Day Modified Duty</b> <b>M-F Days</b>	<ul style="list-style-type: none"> <li>• 42-hour work week (average).</li> <li>• Or hours determined by Ability Management in the event of Modified Duty.</li> <li>• Report to Modified Duty Sponsor.</li> </ul>	<ul style="list-style-type: none"> <li>• Workspace.</li> <li>• Colleague interaction and support.</li> </ul>	<ul style="list-style-type: none"> <li>• Finding work assignment.</li> <li>• Access to technology.</li> <li>• Work commensurate with position and experience.</li> </ul>
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### **How do I get uniform clothes/duty gear that fit when I'm pregnant?**

Pregnant members are supported throughout their workplace assignments with safe and comfortable uniforms which are professional in appearance.

When you are reaching the point where your current uniform is no longer going to fit due to pregnancy, contact the CFD Clothing Designate preferably through email, Teams, or phone. (If unknown, L255 Executive, Battalion Chief or FRS Administrative Support will provide identification of CFD Clothing Designate.) The Clothing Designate will discuss uniform needs and timelines with you as well as safety and identification requirements.

Uniform accommodations and expectations should be consistent with the following:

- Uniform shirt (of desired size) will be hemmed straight across the bottom and will be worn without being tucked at the waist.
- If required, uniform pants (of desired size) will be altered with expandable panel in the front.
- Wearing issue belt is not necessary.
- Duty gear will be assessed and re-issued on a case-by-case basis.
- If current assignment does not call for FR uniform as a safety requirement, maternity pants in dark blue are an option, if comfort is a concern (to be provided by member).
- If current assignment does not call for CFD uniform identification, and comfort and fit are concerns, maternity clothing in the theme of business casual, as provided by the member are acceptable.
- Winter wear and Number One uniform will be assessed and re-issued on a case-by-case basis.
- Clothing Designate will contact Stores to arrange for uniform clothing and alterations. No points will be required for these items.
- Clothing maximum will be two shirts, two pants, two t-shirts, one sweatshirt, one pair of sweatpants, one pair of gym shorts, one sweater.
- A second set of uniform shirt and pants items may be requested should sizing needs arise.

Requests for uniforms are made through the CFD Clothing Designate as outlined in the CFD Procedure titled: Obtaining Maternity Uniforms for CFD Members. See FD 1434 in Policies and Procedures.

### **What if I require accommodated duties, modified duties, or take a Leave of Absence during my initial Recruit Training?**

If you require accommodated duties, modified duties, or take a Leave of Absence (LOA) prior to completing your initial Recruit Training and/or prior to being assigned to operational duties, you may be required to complete your Recruit Training upon your return to work. Depending upon how much training you had completed prior to your LOA or to going on accommodated or modified duties, this could include having to

participate in and complete a portion or the entire Recruit Training Program upon your return. This will be determined on an individual basis.

If you take an LOA during your probationary period, you will not accrue tenure for the purpose of completing your probationary period while on Leave. You will need to complete your full probationary period upon your return to work. You will receive your pay increments based on the original hire date even though your probationary time has been extended.

**What if I get pregnant again before returning from a previous LOA?**

If you received Employment Insurance (EI) benefits in the past 52 weeks, you may not be eligible to receive the maximum number of weeks of Maternity or Parental benefits.

However, if you've worked 600 hours since your last claim, you could start a new claim. Contact the [Government of Canada website](#) to find out what's best for your situation.

## Various Types of Leave of Absence Information

### Leave of Absence Definitions

The following terms are sometimes used interchangeably, however, there are distinct differences in the types of Leave of Absences available. Make sure to understand these definitions.

- Maternity Leave

Birth Mothers are entitled to 16 consecutive weeks of unpaid Maternity Leave. This is the total time off work, before and/or after the birth of the child, including some health-related portion. Maternity Leave of Absence shall commence at the time designated by you, within 13 weeks of the estimated delivery date, but no later than the date of the birth of the child. You are eligible for Maternity Leave after 90 days of employment.

- Parental Leave

Birth and Adoptive Parents can take up to 35 (40 if shared) weeks for **standard** option, or 61 (69 if shared) weeks for **extended** option of unpaid Parental Leave of Absence. Parental LOA is available within the first 52 (standard) or 78 (extended) weeks of the child's birth, or of the child coming into your care. If both parents are City employees, they may wish to share the Leave of Absence. The parents may also be granted LOA's simultaneously, subject to operational needs. Operational needs are determined by current staffing numbers and ability of the Division to which you are assigned to accommodate without incurring overtime. You are eligible for Parental Leave in addition to Maternity or Adoptive Leave of Absence. An Adoptive Parent can take Parental Leave starting from the day the child is placed in the home. The LOA must be completed within 78 weeks of the child being placed. This applies both in an adoption scenario as well as a foster-to-adopt scenario. In a Foster Parent situation, where adoption is not the clear intended outcome, there is no provision for Parental Leave of Absence.

- Birth/Custody Leave

If you are becoming a Parent (excluding if you are the Parent already on Maternity or Adoptive Leave), you are entitled to a one-day Leave of Absence with pay, **ONLY** if it falls on your scheduled workday. Birth/Custody Leave is applied for through your Deputy Chief or Manager through your supervisor:

- For attending the delivery of the child; or,
- For attending to the release from hospital of the spouse or domestic partner who has given birth; or,
- On the day of first obtaining custody of a child who has been legally adopted.

Note: Taking Birth/Custody Leave does not affect your eligibility for other LOA's, however; an additional LOA cannot be taken while on a Leave.

- Adoptive Leave

You are entitled to an unpaid Leave of Absence for a period not to exceed 16 weeks, commencing on the date you first obtain custody of the child being adopted. Where both Adoptive Parents are employees of the City, you may share the Adoptive Leave, with the total LOA not to exceed 16 weeks. The Parents may be granted Leave simultaneously, subject to operational needs. You may also be eligible for Parental Leave of Absence.

### LEAVE OF ABSENCE OPTIONS FOR EXPECTANT PARENTS

Leave Type	Maternity Leave	Parental Leave Standard	Parental Leave Extended	Adoptive Leave	Birth/Custody Leave
Time Allotment	Up to 16 weeks	One parent up to 35 weeks post-delivery	One parent up to 61 weeks post-delivery	Up to 16 weeks after the date of child custody	One day
Time Allotment if Shared Leave	Not able to share	Two parents share and/or concurrently up to 40 weeks	Two parents share and/or concurrent up to 69 weeks	The 16 weeks can be shared between both parents and can be concurrent	Not applicable
Eligible TimeLine	Must commence within 13 weeks before the expected due date, up to but no later than delivery date	Must be used up within 52 weeks of delivery or baby being released from hospital	Must be used up within 78 weeks of delivery or baby being released from hospital	Commences on the date that custody of the child is first obtained	ONLY if scheduled for duty on the day of the delivery or; on the date of custody/child is brought home
Who is Eligible	For the expectant mother	Applicable to birth parents, and adoptive (Foster-to-Adopt) parents	Applicable to birth parents, and adoptive (Foster-to-Adopt) parents	Applicable to adoptive (Foster-to-Adopt) parents	
City of Calgary Payroll	Health related portion of 6 weeks is topped up to S&A pay rate by City	Unpaid by City	Unpaid by City	Unpaid by City	One day Paid Leave
Combining Leaves	Can combine with Parental Leave	Can combine with Maternity or Adoptive Leave	Can combine with Maternity or Adoptive Leave	Can combine with Parental Leave	Not if already on Maternity or Adoptive Leave
EI Rates	EI at 55% for mother up to 15 weeks to a weekly maximum. Must be taken within 17 weeks of birth of the child. One-week unpaid waiting period.	For biological, adoptive, or legally recognized parents. EI at 55% to a weekly maximum	For biological, adoptive, or legally recognized parents. EI at 33% to a weekly maximum	EI at 55% for up to 15 weeks for a weekly maximum. Must be taken within 16 weeks of obtaining custody of the child. One-week unpaid waiting period.	Not applicable

## Starting a Leave of Absence

### How do I inform CFD that I plan to take a Leave of Absence? (Links must be accessed through CFDNET)

If you intend to take **any** Leave Of Absence, you must complete The City of Calgary form [X83 Request for Leave of Absence](#). This form must be signed by your appropriate Exempt Supervisor/Manager and a printed signed copy must be forwarded to HR Support Services/Pay Services (Mail code: #8107SS).

- **Maternity Leave**

City policy states that during the first six (6) months of pregnancy, the birth mother, shall give written notice using form [X83 Request for Leave of Absence](#) with your intent to take Maternity Leave, including the estimated delivery date and date of commencement of Maternity LOA.

Employment Standards Act requires only two weeks' notice. This supersedes City policy.

- **Adoption Leave**

You shall give, where possible, written notice using form [X83 Request for Leave of Absence](#) of at least two (2) weeks before you can reasonably expect to first obtain custody of the child being adopted. Where such prior notice is not possible, you shall give written notice as soon as is practicable upon receiving notice of adoption.

- **Parental Leave**

You shall give, where possible, written notice using form [X83 Request for Leave of Absence](#) of at least two (2) weeks before your intent to take Parental Leave.

- **Birth/Custody Leave**

You shall submit your request using City of Calgary form [X83 Request for Leave of Absence](#) as soon as possible.

### When do I start my Maternity/Parental Leave?

Maternity Leave shall commence at the time designated by you, the birth mother, within 13 weeks of the estimated delivery date, but no later than the date of the birth of the child. You are allowed up to 16 weeks of Maternity Leave.

Parental Leave is available within 52 weeks (standard) or 78 weeks (extended) of when the child is born or of the child coming into your care.

### What if my child is hospitalized after birth?

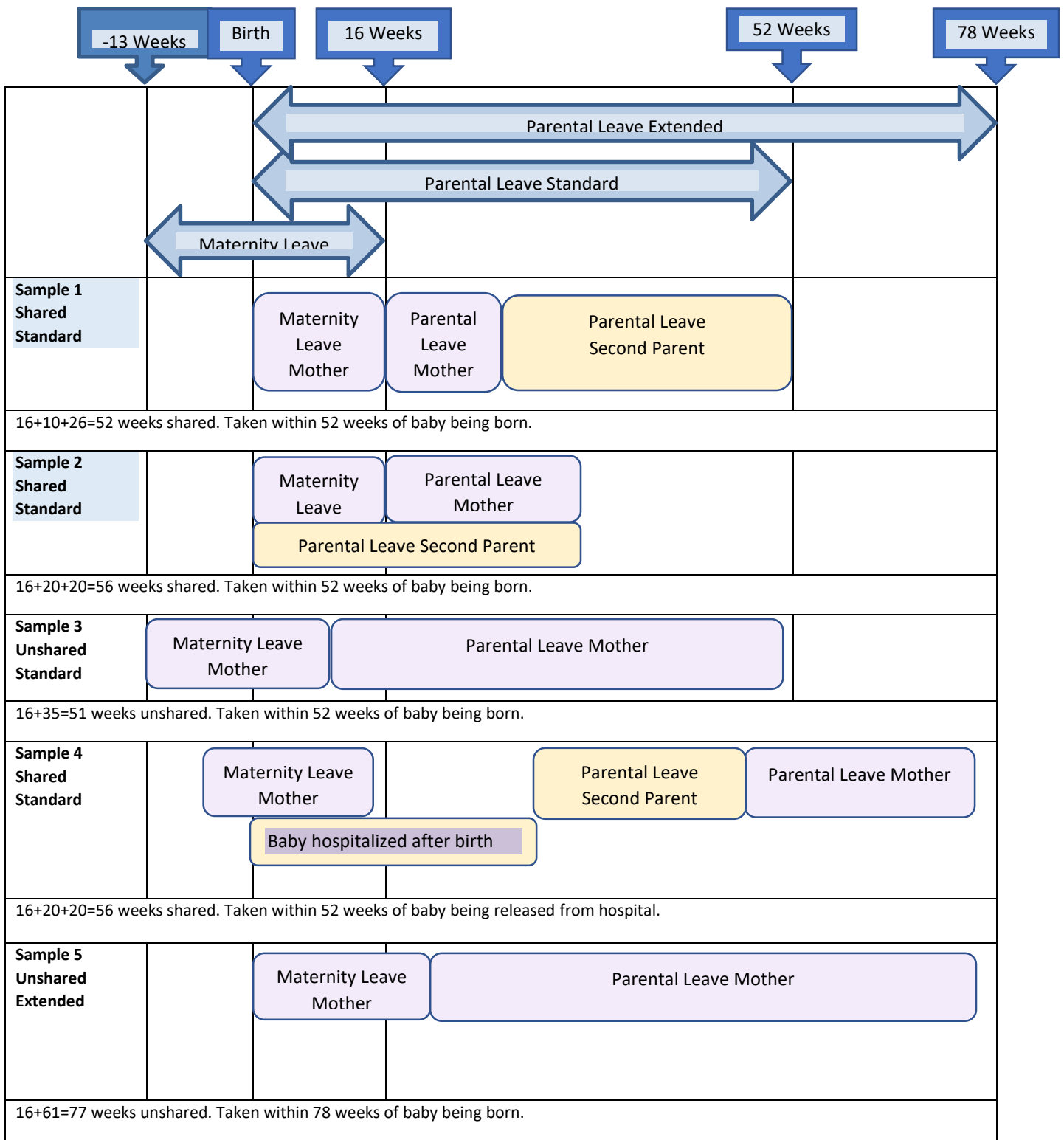
In cases where the newborn child remains hospitalized after the mother is released from the hospital, the parents can choose to have the 52/78-week Parental LOA start either the day the child is born **or** when the child is released by the hospital into the parent's care.

### Considerations when it comes to deciding how to manage your different Leave options.

You will need to review finances, considering savings and income of both partners. While it is nice to have an income from EI, it is not comparable to your full salary, and especially once you calculate prepayment of benefits and pension buyback. You also need to consider the desire of each Parent to be off work and home with your baby. Childcare arrangements must also be taken into consideration.

Everyone's situation is unique and there is a lot of flexibility in how you manage your Leave of Absence(s). Below are some samples of different LOA options, however the variations are endless. Take the time to plan what scenario works best for your own situation.

Note: The following model depicts a small sample of options for how an LOA may be managed or shared.





## Federal & Provincial Laws & Financial Considerations

### What Leave and financial benefits am I entitled to for pregnancy and/or parenting?

- [Canada's Employment Insurance Act](#) defines what financial benefits you can receive while off work on a Leave of Absence authorized by the Employment Standards Act.
- [Government of Canada Unemployment Benefits](#)

### How do I apply for my Maternity and/or Parental benefits from the Federal Government through Employment Insurance (EI)?

- Visit the Government of Canada site for detailed steps of the application process:  
[EI Maternity and Parental Benefits](#)

### How much money will I get while on Maternity/Parental Leave?

- The amount of money that you will receive from EI is based on your current employment situation, including how long you have been employed prior to applying for EI, and current income.
- There is a maximum payable EI benefit which is adjusted annually by the government.
- You can use the following link to get an estimate of what your EI benefits will pay:  
[EI Maternity and Parental Benefits: How much you could receive](#)

### Is there a waiting period prior to receiving EI Benefits?

Before you start receiving EI Benefits, there is one week for which you won't be paid. This is called the "waiting period." It's similar to the deductible that you must pay for other types of insurance. If you apply for both Maternity and Parental Benefits, you only need to serve the waiting period once. If you're sharing Parental Benefits for the same child, only one parent will serve the waiting period.

### What is the maximum number of weeks that I will receive EI payments?

- **Maternity Benefits**

Maternity benefits are offered through Canada's Employment Insurance Program to biological parents, including surrogates, who cannot work because they are pregnant or have recently given birth. These benefits cannot be shared between parents. The person receiving Maternity Benefits may also be entitled to Parental Benefits. Maternity Benefits are paid at a benefit rate of 55% to a weekly maximum (determined annually) for up to 15 weeks. Maternity Leave is a maximum of 16 weeks (one-week unpaid waiting period plus 15 weeks paid EI benefits).

- **Parental Benefits**

Parental Benefits are offered through Canada's Employment Insurance Program to parents who are caring for a newborn or newly adopted child or children. Parental Benefits are available to biological, adoptive, or legally recognized parents.

You must choose between the following 2 options:

1. Standard Parental Benefits - up to 40 weeks, but one parent cannot receive more than 35 weeks of standard benefits. Standard benefits are paid at a benefit rate of 55% to a weekly maximum (determined annually).
2. Extended Parental Benefits - up to 69 weeks, but one parent cannot receive more than 61 weeks of extended benefits. Extended benefits are paid at a benefit rate of 33% to a weekly maximum (determined annually).

Your choice determines the number of weeks and the weekly amount you'll receive. If sharing, each parent must choose the same option and submit their own application. Parents can receive their weeks of benefits at the same time or one after another. Once you start receiving Parental Benefits, you cannot change options.

### **What is the Parental Sharing Benefit?**

The Parental Sharing Benefit allows parents to share a maximum of 40 weeks of Parental benefits for those who select standard Parental benefits and 69 weeks of Parental benefits for those who choose extended Parental benefits. No individual Parent can receive more than 35 weeks (standard) or 61 weeks (extended). The extra 5 weeks (standard) or 8 weeks (extended) is a "use it or lose it" opportunity for the second Parent. If only one Parent chooses to take time off work on Parental Leave, then the "Parental Sharing Benefit" of 5/8 weeks cannot be taken.

### **How long will it take to get Maternity or Parental Benefits from EI?**

Apply for EI Benefits as soon as you stop working. There will be a delay of 4 to 6 weeks before you get your first payment. You'll need a Record of Employment from your employer to apply for Maternity or Parental benefits. If you're adopting, be sure to include the adoption papers in your application. If you're not eligible or successful in your application, the Government of Canada will notify you of the declared decision.

### **How are Maternity and Parental benefits taxed?**

You need to pay taxes on income you get while on Maternity or Parental Leave. This includes EI Maternity and Parental benefits. Deductions from your Maternity and Parental benefits are not based on your total income. Instead, your employer and the program providers for EI will base tax deductions on the assumption that they're your only source of income for the year.

This means that the income tax deducted from Maternity and Parental benefits does not take into account salary you received before going on Leave or any other employment income. As a result, you may not pay adequate income tax and you could end up owing taxes at the end of the year.

### **Am I allowed to Leave Canada while receiving EI Maternity or Parental Benefits?**

Yes, you can receive EI Maternity and Parental benefits while you are outside Canada. If you leave the country, you must notify EI Benefits by calling 1-800-206-7218 (TTY: 1-800-529-3742) and press "0" to speak with a representative.

## Pension

### What happens to my LAPP/FSPP Pension while I'm on Leave?

You are not permitted to make LAPP or FSPP contributions while on LOA but will be given the option to purchase your pensionable service after the Leave has been completed and you have returned to work. The LOA will be reported to the Plan administrators at year end and you may elect to purchase the Leave-related service in accordance with LAPP/FSPP provisions.

The City will report that you have a Leave of Absence that can be purchased and you will be sent a package called a Buyback Proposal early in the year. This Buyback Proposal will tell you what you need to know to purchase the gap in your service. You must buy back the same amount of time for both LAPP and FSPP.

- You must let LAPP/FSPP know you want to purchase your Leave of Absence service:
  - Within 90 days from the date you are sent your Buyback Proposal, or;
  - By April 30th of the calendar year after your LOA ended, whichever comes first.

The due date shown on your Buyback Proposal will be set based on these timelines.

- The following payment options are available, and must be completed for both LAPP and FSPP:
  - Lump sum payment via personal cheque/bank draft;
  - Installment payment via payroll deduction arranged through payroll services (according to the number of installments you choose on your Buyback Election);
  - Transferring funds from an RRSP/LIRA.
- Taxes are not withheld on these types of transfers.
- You will need to fill out the following form and include it in your package: [T2033 Direct Transfer — Canada Revenue Agency \(CRA\)](#).

If you do not choose to buy back your Leave, it will not be considered credited service.

### What if my Leave spans more than one calendar year?

Buyback proposals are typically not sent out until you have returned to work. If you receive a buyback proposal prior to returning to work, immediately contact the pension provider(s) and request clarification **in writing**, the timelines for the buyback options. If you do not receive a Buyback proposal after returning to work, be sure to contact the pension provider(s) **prior to** the April 30th deadline of the calendar year after your LOA ended.

### Can I pay for less than the whole amount of my buyback proposal?

You may have a set amount of money you want to pay towards your Buyback, or perhaps your finances change before you are finished paying, and you decide you no longer wish to make payments. You can pay for a portion of the service you wish to buy instead of the full amount. This is sometimes called *prorating your service*. For example, if the cost of buying one year of service was \$10,000 and you decided to stop making payments after paying \$5,000, you would receive credit for about half a year's service (before any interest charges are factored in).

### How much will it cost to buy back my pension when I return to work?

To estimate the cost, look at your current pay advice statements and see the amount paid by you during a pay period to LAPP and FSPP. You will need to add these numbers over four consecutive pay periods in order to get accurate hours of work, then divide this number by 8 to get a one-week average. Multiply that amount by the number of weeks LOA you are taking. You will need to do two calculations, one for LAPP and one for FSPP. When buying back your pension, you must buy back the same time for LAPP and FSPP.

**What portion of my pension am I responsible to pay and what does The City of Calgary pay?**

Upon return from the Leave, you have a one-time option to purchase the Leave period as pensionable service under LAPP and FSPP on a current service basis. This one-time option allows you to pay only the employee portion of contributions, with The City paying its portion of contributions. Once your *cumulative* periods of unpaid Leaves of Absence **(including Parental, Maternity, and Adoption)** *exceed one year*, you will be required to pay both the employee and employer contributions for **all subsequent periods of unpaid Leave of Absence** purchased on a current service basis. This is an important consideration in budgeting for subsequent children after your first Maternity/Parental Leave has been taken, or if you choose to take the extended LOA option. The amounts of contributions required are calculated by Alberta Pensions Administration.

**If I miss the deadline, can I still buy back my pension?**

Under the LAPP and FSPP, periods of unpaid Leaves of Absence may be purchased as Optional Service at a later date; however, the costs of such Optional Service purchases are calculated by Alberta Pensions Administration, are entirely employee-funded and may be subject to substantial additional fees.

## Benefits

### What is the Health-Related Portion of Maternity Leave?

The Health-Related Portion (HRP) of Maternity Leave is where the woman's health condition meets the employer's normal rules for being away from work because of health. The rest of your Maternity Leave is voluntary Leave. Birth Mothers **must take** at least 6 weeks after birth for health reasons, unless the employer agrees to an early Return to Duty, and you provide a Medical Certificate stating the Return will not endanger your health. If you have a C-section delivery, the HRP is typically 8 weeks. The HRP may be longer, depending on the medical information provided. If there were complications during the birth and the employee requires additional health related leave, HRP may continue.

During the Health-Related Portion of Maternity Leave, The City of Calgary provides a top-up to your EI payment through either Short-Term Disability or Long-Term Disability. Your pension will continue to be deducted from your pay during this time, therefore this period will not be included in your Pension Buyback Statement.

### What happens to my benefits while I'm on Leave?

Prior to commencing a Maternity Leave, you will be required to pay for the non-Health-Related Portion of the Maternity Leave. This includes your share of the premiums for applicable benefits, and any other levies normally in force had such Leave of Absence not been granted. Prior to commencing a Parental Leave which exceeds 30 consecutive days, you will be required to pay for your share of the premiums for applicable benefits, and any other levies normally in force had such Leave of Absence not been granted.

Employees granted a Leave of Absence without pay for a period of more than 30 consecutive calendar days for a health-related or a family health-related Leave of Absence shall not be required to pay in advance the employer's share of their eligible benefit premiums.

After your Leave is approved, you need to call HR Support Services at 403-268-5800 to arrange pre-payment of benefits.

Prepayment of benefits is a condition of Leave and premiums must be paid **prior to commencement of the Leave**.

When the pre-payment of benefits costing is done, they do not calculate 6 weeks into the costing for the Health-Related Portion (HRP) of your Leave. You are guaranteed to get at least 6 weeks HRP, so the normal deductions will be taken for that time.

### How do I add my child to my Benefits Plan?

To add a child to your benefits plan, go to <https://myhrconnect.calgary.ca> and click "my benefits". Click "Life Events" to add a dependent.

- For questions, contact HR Support Services @ 403-268-5800.

### Am I required to pay benefits while I am on Leave if my Spouse has a Benefit Plan?

You do not have the option to opt out of the benefits plan, either while working or on an unpaid LOA. You do, however, have the option of enrolling in an Individual Benefits Plan instead of a Family Plan, if your spouse has a Family Plan.

## Vacation

### How does Maternity/Parental Leave affect my vacation entitlement?

When you are on a legislated Leave of Absence and/or Maternity Leave, Parental Leave, or Family Leave, your vacation entitlement will continue to accrue for the first 12 months of such Leave. It is important to keep in mind that if you choose the extended LOA option for EI, **your vacation entitlement accrual will not extend past 12 months.**

### How do I manage my holidays when I return to work?

Annual vacation earned prior to an LOA must be taken within 12 months after it was earned. If this time falls while you are on Leave, you must:

- Take the remaining vacation time at the end of your LOA, or
- Get approval from the employer to take the vacation time at a later date, or
- Bank the vacation time if permitted to do so.

### How much vacation am I permitted to bank?

All vacations must be taken or banked prior to the end of the first ten (10) day period in the calendar year following the year of them being earned. After eight (8) years of service, you can bank up to one (1) week of vacation per year to a maximum of three (3) weeks. After seventeen (17) years of service, you can bank up to two (2) weeks of vacation per year to a maximum of six (6) weeks.

Employment Standards state that a certain amount of vacation must be taken in a year depending on how many years of service you have with a company. The amount of vacation that is banked considers the Employment Standards for the number of weeks' vacation that an employee must take in a year. From 1-5 years, an employee must take two weeks of vacation. After five years of employment with an organization, an employee must take three weeks of vacation. The Collective Agreement with L255 allows for banking of vacation time after an employee has reached the 4-week vacation entitlement.

## Special Situations

### What if I have twins/multiples?

A multiple birth or multiple adoption is treated as a single birth or a single adoption for the purposes of LOA and Benefits calculations and rules.

### What about unexpected special circumstances such as a challenging pregnancy, delayed hospital discharge, miscarriage, or stillbirth?

Family planning, pregnancy, and childbirth can be physically, emotionally, and psychologically draining. All Members are reminded that a wide range of personal support is available throughout this process.

Support can be found by speaking with your family, friends, personal physician, or psychologist, as well as:

- **LifeWorks**
  - Phone 1-877-700-1424
  - [login.lifeworks.com](https://login.lifeworks.com)
  - Available to all City of Calgary employees and their families.
- **Local 255 Peer Support Team**
  - Contact numbers can be found on the Calgary Firefighters Association website and calendar.
- **CFD Wellness Clinic**
  - Phone (403) 873-2352

A more comprehensive list of supports is available in the appendices.

### Retroactive Notice

You may have to stop working earlier than expected (for example, because of complications caused by the pregnancy, early delivery, stillbirth, or miscarriage). In that case, you have two weeks after you stop working to give the employer written notice of the day the Maternity Leave began or will begin.

The Maternity Leave begins no later than the date of the birth, stillbirth, or miscarriage. If the employer requests it, you may have to provide a medical certificate stating the due date and the date of birth, stillbirth, or miscarriage.

### Miscarriage, Stillbirth

If a pregnancy ends in a miscarriage or stillbirth within 16 weeks of the estimated due date, you are entitled to Maternity Leave but are not entitled to Parental Leave. The LOA will end 16 weeks after it begins. Members are not entitled to Bereavement Leave in the case of miscarriage or stillbirth, however, may be accommodated through S&A (Fit for Duty).

### Delayed hospital discharge

If your baby has not yet come into your care for the first time when the Maternity Leave ends (e.g. baby has been hospitalized since birth and is still in the hospital's care), you can either commence your Parental Leave when the Maternity Leave ends or choose to return to work and start the Parental Leave later. If you choose to return to work, you will be able to start your Parental Leave anytime within 78 weeks of the birth or the date the baby first came home from the hospital.

### What if I get sick or am required to be on bed rest during pregnancy?

If you must stop working because of illness or a complication caused by the pregnancy, and it is **within** 16 weeks of your due date, you have the choice of whether to start your Maternity Leave at this point, or treat the time away from the workplace as Short Term Disability and plan to commence the Maternity Leave later (but no later than the birth date of the child). If you must stop working because of illness or a complication

caused by the pregnancy, and it is **more** than 16 weeks prior to your due date, you can utilize Short Term disability or Long Term disability until the birth of the child, at which time you will go on Maternity Leave.

**What if I am planning to adopt or foster to adopt?**

If you are planning to adopt or foster to adopt, you can take both Adoption Leave and Parental Leave. In a Foster Parent situation, where adoption is not the clear intended outcome, there is no provision for Adoption or Parental Leave.

**What if my baby is carried by a Gestational Surrogate?**

You are eligible for Parental Leave starting from the day the child is born. The Leave must be completed within 78 weeks of the child being placed in your care. You are not eligible for Maternity Leave.

**What if I am a Gestational Surrogate?**

From the perspective of CFD, you are of the same status as any other pregnant employee and are eligible for Maternity Leave. Generally, as a Gestational Surrogate, you would not be eligible for Parental Leave.



## Return to Work

### **How does my Maternity/Parental Leave affect my seniority and promotional opportunities?**

If you take Maternity or Parental Leave, you will continue to accrue seniority while on Leave. When you are returning to work from Maternity Leave, you shall be reinstated to the same or an equivalent position as the one held at the time Maternity Leave commenced, without claim to any promotions affected during your Leave of Absence. Parental or Maternity Leaves are not considered a “gap” in service, nor is a period of time spent on accommodated or modified duties. You will not receive a promotion while on LOA, however; your seniority is not affected. If you are due to be promoted while on accommodated duty, modified duty, or on Leave, you will be offered the first promotional opportunity upon your return.

### **Will I receive my expected pay increment while I am on a Leave of Absence?**

During your LOA, you are entitled to accumulate service and seniority in accordance with the Collective Bargaining Agreement. These pay increments will be in effect once you return to work.

### **How do I arrange my “Return to Work” at the end of my Leave?**

You must give your employer written notice at least 4 weeks before you return to work. Employers aren't required to reinstate employees who fail to give notice or report to work the day after their Leave ends, unless the failure is due to unforeseen or unpreventable circumstances.

### **Must the CFD take my family situation into consideration when assigning me to a shift schedule?**

The CFD is not obligated to take individual family situations into account for shift assignments unless through a Court Order regarding a Custody Case. If you submit a request for a platoon or shift assignment that best suits your individual needs, and operational needs allow for it, the department has the option to consider and accommodate.

### **What if both my partner and I work for the CFD, or perform shift work?**

Shift work can bring on many challenges with scheduling and adding a baby to the mix increases these challenges. You and your partner will need to discuss the different options, weighing the pros and cons of each, in order to determine what best suits your needs. Most childcare facilities do not accommodate the extended hours of shift work. By coordinating your shifts on opposite schedules, you can greatly decrease your need for childcare, but this means spending very little time together. Having a nanny, either live-in or live-out allows for more flexibility in shifts if the hours are agreed upon with the Nanny. Sometimes family is available to assist with childcare overnight. There are Day Staff positions available in the CFD. If this is being considered, you may want to watch for openings and think about which divisions are of interest to you. You may also want to stay informed of openings while you are on your Leave. There are many options available; talk to people who have been through a similar situation and ask about the pros and cons they experienced. Begin these discussions with your partner early in the pregnancy, as sometimes it can take significant time to establish and arrange the childcare you desire.

### **Can I decide to return to work sooner or later than planned?**

If you want to change the date your Leave was scheduled to end to an earlier date, you must give the employer new written notice at least four weeks before the preferred, earlier day. If you want to change the date your Leave was scheduled to end to a later date, you must give the employer new written notice at least four weeks before the date the Leave was **originally** going to end. Unless the employer agrees, you cannot schedule a new end date to a Maternity and/or Parental Leave that would result in taking a Leave longer than 78 weeks.

### **Can I take some of my Parental Leave, then return to work, then take more Leave?**

For EI purposes, each individual needs to take their Parental Leave consecutively. If you want to return to work for a period of time and then take another leave, you will need to apply for an unpaid LOA from the

department and will follow that process. You will likely not be entitled to EI benefits during this LOA, and this should be confirmed by the individual prior to making this decision.

This may be an option you wish to consider if there is a course being offered that you do not want to miss, or if there is a specialty team intake that interests you. It may also be an option if you do not want to miss a promotional opportunity while on LOA including a Promotional Exam or pay-increase proficiency.

### **Can I extend my LOA beyond the weeks allowed for Maternity/Parental Leave?**

Any LOA request beyond the allowable Parental Leave will be treated as an unpaid LOA and will follow that process. If you prefer to extend your LOA, you must apply to your Exempt Supervisor or Manager. If you are granted any Leave of Absence without pay for a period of more than thirty (30) consecutive days, you shall be required to pay, in advance, both yours and the employer's share of the premiums for applicable benefits and any other levies normally in force had such Leave of Absence not been granted.

### **Is there an option to job share or work part time when I return to work?**

Currently, the department does not offer any job share or part time opportunities.

### **What if I decide not to return to work after my Leave?**

You must give your employer written notice at least 4 weeks before you will not be returning to work after your Leave ends. If an unexpected circumstance occurs, employers can approve an extension to your LOA, but aren't obligated to do so.

### **I want to breastfeed when I return to work. Will I be accommodated?**

The City of Calgary has a duty to accommodate. If you choose to breastfeed or pump breast milk, you should be provided with accommodation for this purpose. Accommodations should include providing a suitable clean place to breast-feed or pump and store milk, and should allow for alternative work arrangements. Arrangements can be made through the Chain of Command, the Respect & Inclusion section, or HR.

### **Is there a risk of passing on toxins to my baby while breastfeeding?**

There is evidence suggesting that toxins from exposures on the fire ground are evident in breastmilk up to 72 hours after the exposure. It is therefore recommended to pump, and discard breastmilk for 72 hours following a Structure Fire exposure and use an alternate source such as previously frozen breastmilk or formula to feed your infant.

### **How can I feel connected to any updates or changes in the workplace while I am on a LOA?**

You are not required to review any training material while you are on Leave. You will be provided time upon your return to work to catch up on any training material that you may have missed during your LOA. The Training Officers will assist you in developing a plan to ensure that you return to Fire Rescue Services, or other assigned division, with the knowledge and skills required.

CFD Members have the ability to access CFDLearn from home. You are not required to complete any CFDLearn while you are not at work, however if you would like to refresh any content while you are on Leave, you have the ability to do so. To access CFDLearn, it is recommended to use Windows 7 or higher, and Internet Explorer 10 or Chrome.

The login page is found here: <https://cfdlms.kenexa.com/pe>. When you open a course, keep an eye for a prompt to allow pop-ups.

### **Do I need to re-train before a return to Fire Rescue Services?**

You will need to complete required training elements prior to your return to Fire Rescue Services (FRS). Required elements are broken down by Pay Grade or Rank. Ensuring that all required elements are met prior to returning to Fire Rescue Services is the responsibility of the Deputy Chief of Fire Rescue Services.

The level of required elements varies with how long you have been away from FRS. The timeframes are: 6-13 months, 13 months to 5 years, and more than 5 years.

The following table outlines the required elements prior to returning to Fire Rescue Services:

See CFD Procedure: [“Returning to Fire & Rescue Services”](#) (Links must be accessed through CFDNET)

#### Elements Required Prior to Returning to Fire Rescue Services

Probationary Firefighter		
Six months to 13 months	More than 13 months and Less than 5 years	More than 5 years
Online	Online	Online
<ul style="list-style-type: none"> <li>• All online courses that have been assigned as mandatory, but have not yet been completed</li> <li>• All online courses that have an expiry and have expired</li> <li>• Any additional online courses deemed 'mandatory' for returning to Fire Rescue Services</li> </ul>	All requirements of “Less than 13 months”	All requirements of “Less than 13 months” and “Less than 5 years”
Practical Training / Evaluations	Practical Training / Evaluations	Practical Training / Evaluations
<ul style="list-style-type: none"> <li>• Review all Training Bulletins for the period that person was gone (complete and submit a roster if available or completed spreadsheet listing bulletins for each)</li> <li>• Evaluation:               <ul style="list-style-type: none"> <li>○ SCBA PSA's (all)</li> <li>○ Hose PSA's</li> <li>○ Hydrant PSA</li> <li>○ 7m Ladder PSA</li> <li>○ Roof Ladder PSA</li> <li>○ Complete Fit Test if required</li> </ul> </li> </ul>	All requirements of “Less than 13 months”, plus: <ul style="list-style-type: none"> <li>• Complete any components of the most current Recruit Training Program that would not have been completed by the student in their original class (new info that has been added to the recruit program)</li> <li>• Review proper PCR documentation</li> <li>• Review all Medical Drills from time away – up to 24 months of drills (complete and submit roster for each)</li> <li>• Review Emergency Traffic Management</li> <li>• Evaluation:               <ul style="list-style-type: none"> <li>○ All Recruit PSA's</li> </ul> </li> </ul>	All requirements of “Less than 13 months”, and “Less than 5 years”, plus: <ul style="list-style-type: none"> <li>• Re-complete Recruit Class</li> </ul>

Firefighter 1 to Firefighter 3 (2 <sup>nd</sup> year firefighter to 104 index)		
Six months to 13 months	More than 13 months and Less than 5 years	More than 5 years
Online	Online	Online
<ul style="list-style-type: none"> <li>• All online courses that have been assigned as mandatory, but have not yet been completed</li> <li>• All online courses that have an expiry and have expired</li> <li>• Any additional online courses deemed 'mandatory' for returning to Fire &amp; Rescue Services</li> </ul>	<p>All requirements of "Less than 13 months"</p> <ul style="list-style-type: none"> <li>• Changes to practical training or evolutions at the discretion of the Training Officer assigned to overseeing "Return to Fire &amp; Rescue Services" training, the Training Coordinator or Battalion Chief</li> <li>• Battalion Chief Notified and asked if check-in required by the Uniformed Member returning.</li> </ul>	<p>All requirements of "Less than 13 months" and "Less than 5 years", plus:</p> <ul style="list-style-type: none"> <li>• Mandatory check-in with Battalion Chief required prior to release from Training Academy.</li> </ul>
Practical Training / Evaluations	Practical Training / Evaluations	Practical Training / Evaluations
<ul style="list-style-type: none"> <li>• Review all Training Bulletins for the period that person was gone (complete and submit a roster if available or completed spreadsheet listing bulletins for each)</li> <li>• Evaluation: <ul style="list-style-type: none"> <li>○ SCBA PSA's (all)</li> <li>○ Complete Fit Test if required</li> </ul> </li> </ul>	<p>All requirements of "Less than 13 months", plus:</p> <ul style="list-style-type: none"> <li>• Review proper PCR documentation</li> <li>• Review Emergency Traffic Management</li> <li>• Successfully complete the CFD Driving refresher course (<i>if gone for more than 1 year</i>). Refer to CFD Operator Handbook, 4.402</li> <li>• Successfully complete Pump and Aerial refresher training and scenario evaluation</li> <li>• Evaluation: <ul style="list-style-type: none"> <li>○ 7m Ladder PSA</li> <li>○ Hose PSA's</li> <li>○ Hydrant PSA</li> </ul> </li> </ul>	<p>All requirements of "Less than 13 months" and "Less than 5 years", plus:</p> <ul style="list-style-type: none"> <li>• CPR (to be completed at the Training Academy prior to returning to Fire &amp; Rescue Services)</li> </ul>

<b>Sr. Firefighter to Captain (107 Index to Captain)</b>		
Six months to 13 months away from FRS	More than 13 months and Less than 5 years away from FRS	> 5 years away from FRS
Online	Online	Online
<ul style="list-style-type: none"> <li>• All online courses that have been assigned as mandatory, but have not yet been completed</li> <li>• All online courses that have an expiry and have expired (WHMIS, H2S, etc.)</li> <li>• Bulletin 076 – CISM</li> <li>• Course 19 – Emergency Elevator Operation</li> <li>• Course 021 – Water Systems</li> <li>• Course 038 - ICS 100</li> <li>• Course 058 – Child at risk</li> <li>• Course 062 – Field Level Hazard Assessment</li> <li>• CFD Policy 002 - Respectful Workplace</li> <li>• CFD Policy 003 - Code of Conduct</li> <li>• Any additional online courses deemed 'mandatory' for returning to Fire &amp; Rescue Services</li> </ul>	<p>All requirements of "Less than 13 months", plus:</p> <ul style="list-style-type: none"> <li>• Bulletin 001 ISO awareness</li> <li>• Course 004 – Hybrid vehicles</li> <li>• Course 046 – Telestaff procedures for Captains</li> <li>• Course 047 – Telestaff User Login Tutorial</li> <li>• Course 059 – Hilti Saw</li> <li>• Video 002 – Thermal Imaging</li> <li>• Courses 039-043 - ICS 200 (all modules)</li> </ul>	<p>All requirements of "Less than 13 months" and "Less than 5 years"</p>
Practical Training/Evaluations	Practical Training / Evaluations	Practical Training / Evaluations
<ul style="list-style-type: none"> <li>• Review all Training Bulletins for the period that person was gone (complete and submit a roster for each)</li> <li>• CPR (to be completed on shift within 1 month of returning to Fire Rescue Services – Training to arrange through Battalion Chief)</li> <li>• Evaluation: <ul style="list-style-type: none"> <li>○ SCBA PSA's (all)</li> </ul> </li> </ul>	<p>All requirements of "Less than 13 months", plus:</p> <ul style="list-style-type: none"> <li>• Review FDM RMS - Incident Reporting</li> <li>• Review use of MPS/CAD</li> <li>• Review proper PCR documentation</li> <li>• Review all Medical Drills from time away – up to 24 months of drills (complete and submit roster for each)</li> <li>• Review Emergency Traffic Management</li> <li>• Successfully complete the CFD Driving refresher course and evaluation. Refer to CFD Operator Handbook, 4.402</li> <li>• Successfully complete Pump and Aerial refresher training and scenario evaluation</li> <li>• Evaluation: Hose and Hydrant PSA's</li> </ul>	<p>All requirements of "Less than 13 months", and "Less than 5 years", plus:</p> <ul style="list-style-type: none"> <li>• Review all components of the current Company Officer Course</li> <li>• Review IMS</li> <li>• CPR</li> </ul>

## Other Family Situations

### **Are there options other than Maternity and Parental Leave for me to take leave time to address family situations?**

The City of Calgary offers both general Leaves of Absence for personal reasons as well as leaves for specific purposes. The City ensures that specific leaves contained within the collective agreements or the Exempt Staff Policy meet or exceed the requirements of any applicable provincial legislation.

The following is a list of leaves offered to CFD Members that may be used to address family situations:

- **Domestic Violence**  
An unpaid Leave of Absence of up to ten working days per year for an employee who is impacted by the effects of domestic violence in their home.
- **Death or Disappearance of a Child**  
An unpaid Leave of Absence of up to 52 weeks for a parent whose child disappeared as a result of a crime or up to 104 weeks if their child died as a result of a crime.
- **Long Term Illness and Injury**  
An unpaid Leave of Absence of up to 16 weeks for long-term illness and injury. Employees eligible for this leave may also be eligible for Employment Insurance benefits.
- **Compassionate Care**  
An unpaid Leave of Absence of up to 27 weeks for an employee to provide care and support for a gravely ill family member.
- **Critical Illness Leave**  
An unpaid Leave of Absence of up to 36 weeks for an employee who is a family member of a critically ill or injured child or adult.
- **Personal and Family Responsibility**  
Five days of unpaid Leave of Absence per year to deal with personal sickness and family responsibilities.
- **Bereavement Leave**  
Leave of Absence with pay, of two (24 hour) working shifts for Members of the Fire Rescue Services or seven calendar days for Members of the Fire Day Staff and the Fire Mechanical Maintenance.
- **Family Leave**  
Family Leave is an unpaid Leave of Absence for use by eligible employees in caring for ill or elderly family members for an extended period of time.
- **Self-Funded Leave of Absence**  
The Self-Funded Leave of Absence Plan is designed to allow employees to defer a portion of their salaries for the purpose of funding an unpaid Leave of Absence, which can be used for career development or personal growth opportunities.
- **Funeral Leave**  
Leave with pay to attend funeral services only may be granted at the discretion of the appropriate Assistant Deputy Chief or Deputy Chief.

## **Fitness & Nutrition Considerations for Prenatal & Postnatal (Provided by CFD Wellness)**

Maintaining proper fitness and nutrition is always important. This continues to be important throughout your pregnancy and after giving birth, however how you do this may significantly need to be adapted due to the changes occurring in your body. The following attachments are guidelines to assist you in maintaining optimal health through exercise, nutrition, and lifestyle from pre-conception through the three trimesters of pregnancy and into postpartum.

- [Perinatal Exercise & Nutrition Guidelines](#)
- [Perinatal Exercise Program \(Example\)](#)

## Resources

### What should I do if I experience any difficulties through the Process?

There are many different Policies and processes that apply when you are having a Child. Sometimes it can be overwhelming to keep it all straight. The Pregnancy & Family Resource Guide is designed to help you navigate this process, however, things do not always go smoothly or according to plan. There are many different departments and levels of government involved and occasionally mistakes are made. It is extremely important to advocate for yourself and to know your rights. It is also important to get all correspondence in writing and keep a file assembled with all related material. Your supervisor may be a great source of information, a solid pillar of support, or point you in the right direction for support from our organization. Other sources of support include our Respect & Inclusion section, and our Human Resources Consultants. The Calgary Firefighters Association Local 255 is always available to assist and support you with any issues you may encounter throughout the process. You can contact any Union Executive or Peer Support Member directly or; through the main office at 403-261-6966 or via email [office@calgaryfirefighters.org](mailto:office@calgaryfirefighters.org)

- **The City of Calgary Human Resources Policies**  
<https://www.calgary.ca/CS/IIS/Pages/Corporate-Governance/General-Administration-Policies.aspx>
- **Alberta Employment Standards – Job Protected Leaves**  
<https://www.alberta.ca/job-protected-leaves.aspx>
- **The City of Calgary - Local 255 IAFF Collective Agreement**  
<https://www.calgary.ca/cfod/hr/Documents/Union/UnionAgreement-IAFF-Local255.pdf>

City of Calgary – Administration Policy – Leave of Absence (Links must be accessed through CFDNET)

- CFD Policy - [Leave of Absence](#)
- CFD Procedure - [Requesting for Leave of Absence](#)

The following are the portions of the City of Calgary Administration Policy – Leave of Absence that pertain to this Guide.

1.0 Scope/Exceptions	Section 2 - Legislated Leaves of Absence
1.1 Scope	2.01 Eligibility for Legislated Leaves of Absence
2.0 Core Policy Statements	2.02 Legislated Leaves
	2.02 (i) Maternity Leave; (j) Parental Leave
Section 1 – Conditions for Leave of Absence without Pay	Section 3 - City of Calgary Leaves of Absence
1.01 Eligibility	3.01 Eligibility for City of Calgary Leaves
1.02 Approval	3.02 Exceptions
1.03 Service-Related Entitlements	3.03 Maternity Leave
1.04 Benefit and Pension Coverage	3.03(1) Definition of Maternity Leave
1.05 Benefits and Pension for Leave of 30 Days or Less	3.03(2) Conditions for Maternity Leave
1.06 Benefits for Leave Over 30 Consecutive Days	3.03(3) Payment of Benefits While on Maternity Leave
	3.03(4) Return from Maternity Leave



1.07 Purchase of Pensionable Service	
1.08 Job Postings	
1.09 Return from Leave	
1.10 Resignation While on Leave	
1.11 Redeployment or Lay Off	
1.12 Change in Compensation	
1.13 Employment with Another Employer	
1.14 Overstaying a Leave of Absence	

**Collective Bargaining Agreement** between the Corporation of The City of Calgary and The Calgary Firefighters Association, Local 255 The International Association of Firefighters

- <https://www.calgary.ca/cfod/hr/Documents/Union/UnionAgreement-IAFF-Local255.pdf>
- The following are the portions of the Collective Bargaining Agreement that pertain to this Guide:
- **Article 17 – Leave of Absence**

17.07 Birth Custody Leave	17.10 Maternity Leave
17.11 Adoption Leave	17.12 Parental Leave

#### **Local Authorities Pension Plan**

<https://www.lapp.ca/page/leaves-of-absence>

#### **Calgary Firefighters Supplementary Pension Plan**

<https://www.fspp.ca/#/navigate/home>

#### **Government of Canada EI Maternity and Parental Benefits**

<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>

#### **Service Canada Maternity and Parental Benefits: FAQs**

<https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/maternity-parental.html>

#### **Alberta Employment Standards**

<https://www.alberta.ca/maternity-parental-leave.aspx>

#### **NFPA 1582**

<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1582> Annex D – Pregnancy Issue

#### **PARmedX for Pregnancy - Physical Activity Readiness Medical Exam for Pregnancy**

<https://www.albertahealthservices.ca/ps-1029951-2013-PARmedX-for-pregnancy.pdf>

#### **Financial Consumer Agency of Canada - A Checklist Before Your Child Arrives**

<https://www.canada.ca/en/financial-consumer-agency/services/starting-family/financial-checklists-children.html>

**The Society of Obstetrics and Gynecologists of Canada**

<https://www.pregnancyinfo.ca/before-you-conceive/>

**Toxic Matters Protecting Our Families from Toxic Substances**

[https://prhe.ucsf.edu/sites/g/files/tkssra341/f/wysiwyg/TM\\_en2018.pdf](https://prhe.ucsf.edu/sites/g/files/tkssra341/f/wysiwyg/TM_en2018.pdf)

**Mental Health and Wellness Resources**

[http://documentmanagement/lldm01/lisapi.dll/122661398/Mental\\_Health\\_Resources.pdf?func=doc.Fetch&nodeid=122661398](http://documentmanagement/lldm01/lisapi.dll/122661398/Mental_Health_Resources.pdf?func=doc.Fetch&nodeid=122661398)

## References & Research Studies

Some statistics are referenced throughout the guide, however, if you would like more detailed information on research that has been done regarding Firefighters and reproductive health, you may choose to read any of the following articles in full. Reproductive health in Firefighters is starting to get increased attention and awareness. By no means is this a complete and comprehensive list. You may wish to inquire what new or related research is being conducted to get the most current information.

1. **Maternal and Child Health amongst Female Firefighters in the U.S.**  
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5918227/>  
Jahnke, S.A., Poston, W.S.C., Jitnarin, N., & Haddock, C.K. (2018). Maternal and child health among female firefighters in the U.S. *Matern Child Health Journal*. 22(6):922–931.
2. **Health Disorders of Shift Workers**  
<https://academic.oup.com/occmed/article/53/2/103/1519795> (PDF link)  
Anders, K. (2003). Health disorders of shift workers. *Occupational Medicine*. 53(2): 103–108
3. **Shift Work and Reproductive Health**  
[https://www.sjweh.fi/show\\_abstract.php?abstract\\_id=332](https://www.sjweh.fi/show_abstract.php?abstract_id=332) (PDF link)  
Nurminen, T. (1998). Shift work and reproductive health. *Scand J Work Environ Health*. 24 Suppl 3:28-34.
4. **Shift Work and Subfecundity: a European Multicenter Study. European Study Group on Infertility and Subfecundity**  
<https://www.ncbi.nlm.nih.gov/pubmed/8925318> (Abstract only)  
Bisanti, L., Olsen, J., Basso, O., Thonneau, P., & Karmaus W. (1996). Shift work and subfecundity: a European multicenter study. *European Study Group on Infertility and Subfecundity. J Occup Environ Med*. 38(4):352-8.
5. **Infertility in a Cohort of Male Danish Firefighters: A Register-Based Study**  
<https://academic.oup.com/aje/article/188/2/339/5193220> (PDF link)  
Petersen, K.U., Hansen, J., Ebbelhoej, N.E., & Bonde, J.P. (2019). Infertility in a Cohort of Male Danish Firefighters: A Register-Based Study. *Am J Epidemiol*. 188(2):339-346.
6. **Reproductive Hazards of Fire Fighting. I. Non-chemical Hazards**  
<https://www.ncbi.nlm.nih.gov/pubmed/2035545> (Abstract only)  
Agnew, J., McDiarmid, M.A., Lees, P.S., & Duffy, R. (1991). Reproductive hazards of fire fighting. I. Non-chemical hazards. *Am J Ind Med*. 19(4):433-45.
7. **Reproductive Hazards of Fire Fighting. II. Chemical Hazards**  
<https://www.ncbi.nlm.nih.gov/pubmed/2035546> (Abstract only)  
McDiarmid, M.A., Lees, P.S., Agnew, J., Midzenski, M., & Duffy, R. (1991). Reproductive hazards of fire fighting. II. Chemical hazards. *Am J Ind Med*. 19(4):447-72.
8. **Shift Work and Circadian Dysregulation of Reproduction**  
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3736045/>  
Gamble, K.L., Resuehr, D., & Johnson, C.H. (2013). Shift work and circadian dysregulation of reproduction. *Front Endocrinol (Lausanne)*. 4:92.
9. **Shift Work, Jet Lag, and Female Reproduction**  
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC2834958/>  
Mahoney, M.M. (2010). Shift work, jet lag, and female reproduction. *Int J Endocrinol*. 2010:813764.

10. **Pregnancy and Firefighting: Is Firefighting Bad for Your Baby?**  
<https://www.firerescue1.com/female-firefighters/articles/pregnancy-and-firefighting-is-firefighting-bad-for-your-baby-nJK72Q3rEs5LmchV/>
11. **Women Fire Fighters and Their Occupational Health**  
Redmond Health and Safety Symposium (August, 2019)  
<https://www.youtube.com/watch?v=C7Qux1ZNjB4>
12. **Women's Health in the Fire Service** (Sept 30, 2019)  
<https://www.iaff.org/news/womens-health-in-the-fire-service/>
13. **The Firefighter Breast Milk Study - Pilot Study**  
<https://psi.arizona.edu/firefighter-health-safety/previous-studies>
14. **Overheated Firefighters Battle Flames, Male Infertility**  
<https://www.fatherly.com/health-science/firefighters-infertility-sperm/>
15. **Firefighter Exposure Risks and Subsequent Reproductive Effects: A Preliminary Literature Review**  
[https://www.researchgate.net/publication/307637954\\_Firefighter\\_Exposure\\_Risks\\_and\\_Subsequent\\_Reproductive\\_Effects\\_A\\_Preliminary\\_Literature\\_Review](https://www.researchgate.net/publication/307637954_Firefighter_Exposure_Risks_and_Subsequent_Reproductive_Effects_A_Preliminary_Literature_Review)
16. **Men at Risk: Occupation and Male Infertility**  
[https://www.fertstert.org/article/S0015-0282\(03\)01188-9/pdf](https://www.fertstert.org/article/S0015-0282(03)01188-9/pdf)
17. **Reproductive Hazards of Fire Fighting 1. Non-Chemical Hazards**  
[https://www.iaff.org/wp-content/uploads/2019/07/20221\\_ReproductiveHazards\\_of\\_FireFighting\\_I\\_Non\\_ChemicalHazards-1.pdf](https://www.iaff.org/wp-content/uploads/2019/07/20221_ReproductiveHazards_of_FireFighting_I_Non_ChemicalHazards-1.pdf)
18. **What Causes Male Infertility**  
<https://www.eivf.org/post/what-causes-male-infertility>
19. **Sperm Quality Issues and Miscarriage**  
<https://www.verywellfamily.com/can-problems-in-sperm-cause-miscarriage-2371837>
20. **Male Reproductive Organs are at Risk from Environmental Hazards**  
<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3739096/>
21. **Effect of Environmental Factors on Sperm Health**  
<https://healthengine.com.au/info/effect-of-environmental-factors-on-sperm-health>
22. **NFPA 1582**  
<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1582> Annex D – Pregnancy Issue

## Summary

- City of Calgary Form: [X83 Request for Leave of Absence](#)
- City of Calgary Website: [Return to Work with Restrictions](#)
- City of Calgary Form: [X428 Return to Work with Restrictions](#)
- CFD Procedure: Obtaining Maternity Uniforms for Uniformed Members
- CFD Work Options for Pregnant Members
- Health Related Portion

### Quick Facts: Step by Step Pregnancy Guide

This is intended as a memory aid for tasks/paperwork you may need to complete:  
(Order may vary based on individual)

- ☐ When you are ready, tell CFD you're pregnant (Battalion Chief or Deputy Chief)
- ☐ Maternity Clothes/Uniform/Duty Gear. Contact the CFD Clothing designate through email (CFDClothing@calgary.ca)
- ☐ Check with your physician to evaluate any possible or upcoming job restrictions
- ☐ Request Accommodated Duties if desired through your Battalion Chief
- ☐ Request Modified Duties (Form X-428) if required
- ☐ Apply for Leave of Absence (Form X-83) – with intended start date (can be changed)
- ☐ Benefits Pre-Payment prior to leave beginning
- ☐ Benefits Information Enrolment/Change form (to add new dependent)
- ☐ Apply for EI – after your last issued pay cheque
- ☐ Apply for HRP supplement – as soon as baby is born
- ☐ Add dependent to your benefits/insurance by contacting HR Support Services
- ☐ Notify CFD of Return to Work at least 4 weeks' prior
- ☐ Manage vacation
- ☐ Pension Buy Back Payment (prior to April 30) LAPP/FSPP

### Sage Advice

- Know the difference between Modified Duty and Accommodated Duty
- Will need Form X428: *Return to Work with Restrictions* form filled out and sent to Ability Management before going on modified duties. This may take time, so plan accordingly.
- Know that there is a financial obligation for pre-purchase of benefits (approx. \$2500-\$4500). The specific financials will be sent to you by HR Support Services, once LOA is approved. Therefore, it is beneficial to apply for your LOA as soon as possible, to allow more time for you to pre-payment. This payment can be either a lump-sum, or deducted biweekly from your pay cheque.
- There will be a 4-6-week delay in receiving your first EI benefits, so plan accordingly.
- If you take a combination of more than one-year LOA, you will be required to pay both the City and Employee portions of benefits.
- Save for your pension buyback - calculated when you return to work, will have payment options
- Consider banking holidays or manage holidays best for your situation. Keep in mind return to operation requirements and timelines
- Ask for all correspondence in writing
- Keep copies of all correspondence (copy L255)