



Pregnancy/Parental Leave Info (Article 40.451) and Checklist

Parental Leave may be taken by either the Mother or Father, or shared between them.

Birth Mothers 52 Weeks Total	Paid Entitlement for Birth Mothers 52 Weeks Total
17 Weeks Pregnancy Leave <u>35 Weeks Parental Leave</u> 52 Weeks Total	2 Weeks Supplemental Plan 95% of Current Wages (Article 49.42) 15 Weeks Pregnancy Leave E.I. + Top Up to 70% of Current Salary (Article 49.43) 35 Weeks Parental Leave E.I. only (no pay from the District)

Birth Fathers or Adoptive Parents* 37 Weeks Total	Paid Entitlement for Birth Fathers or Adoptive Parents* 37 Weeks Total
<u>37 Weeks Parental Leave</u> 37 Weeks Total *Note: Birth Mothers are eligible if they are not taking a Pregnancy Leave.	2 Weeks Supplemental Plan E.I (if eligible) + Top Up to 95% of Current Salary (Article 49.42) 15 Weeks Parental Leave E.I. + Top Up to 70% of Current Wages (Article 49.43) 20 Weeks Parental Leave E.I. only (no pay from the District)

Checklist

Request:

- Obtain a Physician's note advising of your expected due date, or a copy of the birth certificate or adoption papers.
- Complete the Leave of Absence Form and attach the Physician's note to the form.
- When the above steps are completed, have your Principal sign the Leave of Absence Form and submit it to Human Resources, Courier #481.

Payroll:

- Approximately two (2) days prior to your leave, call the Payroll Department to request a Record of Employment for E.I. You will also need to arrange with the Payroll Department the continuation of your benefits (if applicable).
- To receive the two (2) week supplemental plan as per Article 49.42 (95% of two weeks pay, based on your annual salary) AND to determine your top up (if eligible), per Article 49.43, submit a copy of "My Current Claim Information," which you will have received once you have registered on-line for EI benefits, to the Payroll Department . The top up is paid twice monthly on the regular payroll run.

Returning:

- It is the District's practice that the teacher will return to his/her position at the end of the Pregnancy/Parental Leave, should the position still exist.
- 4 months prior to your leave ending, please advise Ms. Susan Joy, District Principal (Secondary) or Ms. Judy Connor, District Principal (Elementary), in writing, of your intention to return to work as scheduled.

Note:

- For purposes of eligibility for top-up, you will not be considered to be on parental leave if you are doing any paid work for the District.
- It is your responsibility to submit your membership dues prior to June 30th of each year to the B.C. College of Teachers while you are on leave. You must maintain a practising certificate during your leave. Payment may be made online at www.bcct.ca.
- The start date for your pregnancy/parental leave must be no earlier than 11 weeks before the expected birth date and no later than the actual birth date.
- Parental Leave is available to both parents (one or the other) upon the birth or adoption of a child. A parent for this purpose, will include any person with whom a child is placed for adoption, as well as any person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.

If you have any questions, please contact Human Resources @ 604 599-7400.