

WHAT SUPPORT STAFF NEED TO KNOW ABOUT MATERNITY/PARENTAL LEAVE

PAID EI ENTITLEMENT:

17 Weeks Pregnancy Leave

35 Weeks Parental Leave (37 weeks of parental leave if pregnancy leave not taken)

52 Weeks paid entitlement

If a person does not take pregnancy leave they are then entitled to 37 weeks of parental leave ie: birth father, adoption.

THE PROCESS:

Fill out a Leave of Absence Request, with your Physician's note attached. When completed have your Principal/Supervisor sign and remit to Human Resources Department, courier # 481.

Should you require a medical leave prior to your expected due date, then you will need to provide a medical note to Human Resources.

Approximately 4 weeks before your leave begins, call the Payroll Department to request a Record of Employment. You need this for Employment Insurance purposes. You will also need to arrange continuation of your benefits while on leave. (ie post-dated cheques)

*NOTE: It is the District's practice that the employee will return to their position at the end of the maternity/parental leave, if the leave is one year or less.

OTHER:

Parental Leave - 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 queries, please do not hesitate to call:

Human Resources
604-595-6150