



Title: PREGNANCY AND PARENTAL LEAVE

Adopted: April 2020

PURPOSE

The purpose of this procedure is to clearly outline the responsibilities of Bloorview School Authority and employees who wish to apply for a Pregnancy/Parental Leave of Absence.

PROCEDURE

1. Employees applying for a Pregnancy and Parental Leave must complete a Pregnancy/Parental Leave form, obtained from the Human Resources Administrative Liaison. This form should be completed within sixty days of the expected start of the leave.
2. Employees must submit with their Pregnancy/Parental Leave form a letter from a medical practitioner indicating the anticipated due date or adoption date of their child.
3. The employee has the right to purchase back their Desjardins benefits coverage for the term of their Pregnancy/Parental Leave coordinated with Human Resources. The Desjardins amounts owed would be provided by Human resources and post-dated cheques must be submitted and made out to Bloorview School Authority. Details regarding pension plan contributions will be given at the time of the leave. The employee also has the right to purchase their health/dental benefits to be arranged through their benefits provider (i.e. OTIP).
4. Should an employee wish to absent themselves following their Pregnancy/Parental Leave, taking a Leave of Absence Without Pay, the employee will be responsible for both the employee and employer contributions to maintain benefits coverage. The employee will be responsible for contacting Human Resources at a minimum two (2) weeks prior to the return date. A Leave of Absence Without Pay will be considered a break in service for pension contributions and the employee will be responsible to contact the pension provider for additional information.
5. For seconded staff, please speak to your school board regarding the pregnancy/parental leave process. The Secondment Agreement is renewed annually for the following school year. If the seconded staff member completes the full school year prior to the pregnancy/parental leave, the time they are off for their pregnancy/parental leave will be counted towards their secondment. If the seconded staff member leaves prior to the completion of the year, they will need to renew their secondment to return to Bloorview School Authority. It is the expectation that secondments are renewed on a full school year basis.