



Maternity Leave - Procedure

Eligibility

- a. A pregnant employee who has been employed by the school for at least (7) consecutive months is eligible for maternity leave pursuant to *The Employment Standard Code*. A maternity leave must begin not earlier than 17 weeks before the date of delivery estimated in the medical certificate and end not later than 17 weeks after the date of delivery.
- b. Subject to c. below, an employee who is eligible for maternity leave is entitled to the following maternity leave:
 - if the date of delivery is on or before the date estimated in a medical certificate, a period of not more than 17 weeks; or
 - if the date of delivery is after the estimated date, 17 weeks and a period of time equal to the time between the estimated date and the date of delivery.

A maternity leave must begin not earlier than 17 weeks before the date of delivery estimated in the medical certificate and end not later than 17 weeks after the date of delivery.

- c. An employee who is eligible for maternity leave shall:
 - as soon as practicable, provide the Director/ Principal or supervisor with a medical certificate giving the estimated date of delivery; and
 - give the Director/ Principal or supervisor not less than four weeks' written notice of the date she will start maternity leave.
- d. An employee who is eligible for maternity leave but who does not give at least four weeks' written notice before leaving the employment is still entitled to maternity leave if, within two weeks after stopping work, she gives notice and provides the Director/ Principal or supervisor with a medical certificate
 - giving the date of delivery or estimated date of delivery, and

- ii. stating any periods of time within the 17 weeks before the date of delivery or estimated date of delivery that the normal duties of the employment could not be performed because of a medical condition arising from the pregnancy.

2. Process

- a. An employee who has been granted maternity leave shall be permitted to apply up to a maximum of ten (10) days of accumulated sick leave against the Employment Insurance waiting period.
- b. Staff Leave Request must be submitted to the Director/ Principal or Director of Operations
- c. An employee who takes maternity leave and parental leave shall take them in one continuous period.
- d. The school will reinstate the employee in the position occupied at the time the leave began or in a comparable position with not less than the wages and any other benefit earned by the employee immediately before the leave began.

3. Other Provisions

All other leave provisions governing maternity leave shall be in accordance with *The Employment Standards Code* and as outlined

4. Group Benefits

Employee must make a decision to continue on with Group benefits during this leave or to give them up. An employee who wishes to continue with benefits is responsible for 100% of the premiums associated. You must make monthly payments to SEC, in order to keep them active. Failure to provide payments in a timely fashion, will result in immediate termination of your benefits.

Adoption Date: August 21/12	Revision Date: December 14, 2017
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