

## ADMINISTRATIVE PROCEDURE #4.40

# BIRTHING/PARENTAL/ADOPTION/PARENTHOOD LEAVE

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## BACKGROUND

The Board recognizes that some staff may desire a leave of absence for the purpose of prenatal and postnatal care of a newborn child or postnatal care of a newly-adopted child.

**UPON RECEIPT OF AN APPLICATION, THE BOARD MAY GRANT BIRTHING/PARENTAL/ADOPTION/PARENTHOOD LEAVE OF ABSENCE TO ITS EMPLOYEES FOR A PERIOD OF UP TO THREE CONSECUTIVE CALENDAR YEARS.**

## OBJECTIVES

To reasonably facilitate a leave of absence from work for the purpose of providing prenatal and postnatal care of a newborn child or postnatal care of a newly adopted child.

## REGULATIONS

Employees may apply for extensions to the birthing/parental/adoption/parenthood leave provisions in their applicable labour contract as follows:

1. Extended birthing/parental/adoption/parenthood leave may be granted to permanent employees (who have satisfactorily completed their probationary period of employment) or employees who are on continuing contracts.
2. Extended birthing/parental/adoption/parenthood leave should be applied for as soon as possible and not later than the commencement of the birthing/parenthood leave permitted under the employee's applicable labour contract.
3. Leave is dependent on the birth or adoption of a child.
4. Where the adopted child is not an infant, an explanation as to the need for a long-term absence shall be provided.
5. The duration of the leave, including birthing/parental/adoption parenthood leave pursuant to the various labour contracts, shall not exceed in total three calendar years. Teachers shall return on the commencement of the school term or, alternatively, a semester preceding or coincidental with three calendar years.

6. Notification of intent to return shall be as follows:

Principals, Vice-Principals and B.T.A. members:

Leave granted pursuant to this administrative procedure shall be contingent upon the person on leave reaffirming during each year of leave prior to the date of May 15 if date of return is September 1, or prior to October 15 if the date of return is to be January 1st, their intention to return.

C.U.P.E. members and other staff:

Leave granted pursuant to this administrative procedure shall be contingent upon the person on leave reaffirming not less than three months prior to the date of return originally specified their intention to return. This notification is to take place each year of the leave.

NOTE:

If notification is not received on or before the dates specified, the right to return is forfeited.

7. Employees shall not accept full time employment elsewhere during the period of leave without the permission of the Board.
8. Employees may not return prior to the expiration of the requested leave without the permission of the Board.

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Date Adopted: 1988-06  
Date(s) Revised

Cross References:  
Statutory:  
Other: