

MATERNITY, PATERNITY AND ADOPTION LEAVES

Background

The Division will grant maternity leave, paternity leave or adoption leave in accordance with the Labour Standards Act.

Procedures

1. Maternity leave

- 1.1 Every staff member who requires maternity leave shall make a written application to the Director or designate at least four weeks prior to the date specified in the application as the day on which she intends to commence such a leave stating the period of leave required in accordance with the Labour Standards Act.
- 1.2 Applications shall be accompanied by a certificate of a qualified medical practitioner specifying the estimated date of birth.
- 1.3 If it is deemed advantageous to the educational program of the school, periods other than those set out in the Labour Standards Act may be arranged by mutual agreement of the Director or designate and the staff member.

2. Paternity leave

- 2.1 Every staff member who requires paternity leave shall make a written application to the Director or designate at least four weeks prior to the date specified in the application as the day on which he intends to commence such a leave stating the period of the leave required in accordance with the Labour Standards Act.
- 2.2 If it is deemed advantageous to the educational program of the school, periods other than those set out in the Labour Standards Act may be arranged by mutual agreement of the Director or designate and the staff member.
- 2.3 Applications shall be accompanied by a certificate of a qualified medical practitioner specifying the estimated date of birth.

3. Adoption Leave

- 3.1 Every staff member who requires adoption leave shall submit a written application to the Director or designate at least four weeks prior to the date of the adoption of a child.
- 3.2 Applications shall be accompanied by a statement from the adoption agency specifying the date of the adoption.
- 3.3 If it is deemed advantageous to the educational program of the school, periods other than those set out in the Labour Standards Act may be arranged by mutual agreement of the Director or designate and the staff member.

Legal Reference: Section 85, 87, 108, 109 Education Act
Labor Standards Act