



Maternity/Parental and Extended Leave

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PLEASE NOTE: CISPG does not offer the maternity top up option

Maternity and parental leave are provincially legislated leaves provided to the biological mother, father or adoptive parents surrounding the birth or adoptive placement of a child.

- The employee should inform the principal verbally as soon as reasonably possible regarding pregnancy/adoption and proposed start date of maternity/parental leave
- The employee must submit the “Maternity/Parental and Extended Leave” form a minimum of 90 days prior to the expected due date
- The Maternity/Parental Leave start date and return date, including any early return date, must:
 - comply with BC Employment Standards requirements
 - consider the optimum time for students
 - be approved in writing by the principal
- The employee must inform the principal as soon as possible of any issues that may change the expected due date and proposed leave start date

Steps for Notification of Maternity/Parental Leave

- Employee informs principal of pregnancy, expected due date and discusses possible maternity leave start dates
- Principal advises school council, Superintendent and Payroll department
- Employee contacts Payroll to discuss options for:
 - Benefit coverage
 - Pension contributions
 - Short Term Disability for
 - Medical illness prior to birth of child
 - Post-delivery, recovery period
- Employee will submit Maternity/Parental and Extended Leave” form to the Principal
- Principal will approve, sign leave and advise school council
- Signed copies of the forms will be given to the Superintendent, Payroll and the employee
- Superintendent will post position based on expected leave dates
- Employee submits Benefit and Pension plan forms as required to Payroll prior to going on leave
- Employee submits final time sheet prior to going on leave, noting last day of work and requesting a Record of Employment (ROE)
- Payroll will electronically submit ROE directly to Service Canada

Notification of Maternity/Parental or Extended Leave

Employee Name	
School	

Leave Request for: **Maternity Leave** (17 weeks – mother only) **Parental Leave** (35 weeks – either parent) **Extended Leave** (an time in excess of 52 calendar weeks from the start of the leave)
(check all that apply)

Expected Due Date/Adoption Date	
Anticipated Leave Start Date	
Anticipated Return to Work Date	

Benefits and Pension, if applicable		
The employee must continue to pay for their portions of the premiums for benefits and pension contributions that must be maintained or that have been retained. The employee has the option to suspend some benefits and pension contributions during a leave. Postdated cheques for the balance of the current school year are due at the start of the leave and for the next school year are due by September 10.		
Benefits		Retain coverage currently in place
		Reduce coverage as I have coverage under my spouses plan (CISVA Group Change Form attached)
Pension		Retain Coverage currently in place
		Reduce coverage (CISVA Group Change Form attached)

Change to Leave Return Date
The employee must submit a written request for an early return to work date or to extend the leave date. The new date must comply with BC Employment Standards requirements, will consider the optimum time for students, and the new date must be approved in writing by the principal.

Employee Signature **Date**

School and CISPG

Confirmation of Leave Dates	
The following leave dates have been reviewed with the school council and CISPG and have been approved by the principal. Any changes to these dates by the employee must be submitted in writing to the principal and approved. The exception is an early start date due to medical issues.	
Leave Start Date	
Return to Work Date	

Principal Signature **Date**