



Catholic Independent Schools Diocese of Prince George

Finance/Payroll Office

6500 Southridge Ave
 Prince George BC V2N 5P9
 E: payroll@cispg.ca

Direct: 250-964-5643
www.cispg.ca

Tel: 250-964-4424 Ext 2204

Maternity/Parental Leave of Absence Agreement

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Employee Name | | School Name | |
| Due Date/Adoption Date | | | |
| Anticipated Leave Start Date | | | |
| Anticipated Return to Work Date | | | |
| Benefits and Pension, if applicable | | | |
| <p>Any benefits, as defined by the terms of the benefits program, available to the employee during a leave of absence may be maintained by the employee if the employer receives prepayment of the premiums applicable during the leave of absence. It is the employer's (local school) responsibility to remit the employee's portion of premium for benefits to CISPG Finance/Payroll Office. The employer (local school) should make arrangements to ensure that the employee remits each month to the school. 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.</p> <p>If this is not possible, an arrangement should be made so that the employee remits all of their payments before their leave begins.</p> <p>Employees on a Maternity leave will have the option of waiving or continuing the pension contribution for the duration of the maternity leave OR reducing pension contributions to the minimum 3%.</p> <p>You must check off applicable boxes in each Benefit and Pension sections below</p> | | | |
| Benefits | <input type="checkbox"/> | Retain coverage currently in place | |
| | <input type="checkbox"/> | Reduce coverage as I have coverage under my spouse's plan – please note that if the EE waived the extended health and/or dental, they cannot hop back on the benefits after the maternity leave. If they would like to have dual coverage again, they will need to apply as a late applicant. | |
| | <input type="checkbox"/> | Temporarily waive Benefit contributions while on Leave | |
| Pension | <input type="checkbox"/> | Retain Coverage currently in place | |
| | <input type="checkbox"/> | Reduce coverage to 3% (CISVA Group Change Form attached) | |
| | <input type="checkbox"/> | Temporarily waive pension contributions while on Leave | |
| Teacher Certification Fees | | Current year fee is due April of the current school year. The employee will pay the fees directly to the Teacher Regulation Branch if the employee leaves prior to April or has not returned to work prior to April. | |
| 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 |
| The following leave dates have been reviewed with the School Council and the Superintendent and have been approved. 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 |
|----------------------------|-------------|