

PARENTAL LEAVE REQUEST

NAME: _____

SCHOOL: _____

DATE: _____

EMPLOYMENT STANDARDS CODE PARENTAL LEAVE: {Policy 14(5)}

I have been employed with the Division for a period of 12 months or more, and wish to take parental leave, in accordance with the Employment Standards Code, and with Board Policy 14(5), which entitles me to up to 37 weeks' parental leave, within 52 weeks of my child's birth.

I understand that I must give the Division 6 weeks' notice, in writing, of the day on which I intend to commence my parental leave. My leave would commence _____, and I anticipate I will be returning to my _____ duties with the _____ Division effective _____. This leave does not exceed the Employment Standards Code limit of 37 weeks' leave.

Signature of Employee Requesting Parental Leave

THIS REQUEST FOR PARENTAL LEAVE IS HEREBY AUTHORIZED.

Associate Superintendent - Personnel

Date

cc: School Principal
Payroll Department
Personnel Department