Mailing Address

Click or tap to enter a date.

Heather Campbell, Director of Education

Rainy River District School Board

522 Second Street East

Fort Frances, ON P9A 1N4

Dear Heather Campbell:

The estimated date for the birth of my baby is Click or tap to enter a date. I am including a doctor’s note stating the expected date of birth.

In accordance with the Employment Standards Act and as per the General Terms and Conditions of Employment for Non-Union Employees Article 6(e) (Pregnancy, Parental, and Adoption Leaves), I would like to request a leave of absence for pregnancy and/or parental leave to commence at that time.

My **pregnancy leave** (17 weeks) will begin on: Click or tap to enter a date.

I am requesting the following **parental leave** (please select one):

 [ ]  Up to 35 weeks following pregnancy leave

 [ ]  Up to 61 weeks following pregnancy leave

**OR**

 [ ]  For the non-birthing parent, my parental leave (up to 63 weeks) will begin on

 Click or tap to enter a date.. I plan to return to work on Click or tap to enter a date..

I plan to return to work on Click or tap to enter a date.. If no return date is specified, I understand maximum leave times will apply. It is my responsibility to notify the Principal/Supervisor and Human Resources Department four weeks prior to my return if I choose to shorten this leave.

As required by the General Terms and Conditions of Employment for Non-Union Employees, Article 6(e), whereby an employee on pregnancy leave shall receive 100% of their salary for not less than eight (8) weeks of pregnancy leave less any amounts received under the Employment Insurance Act during such period, I request the top up for not less than 8 weeks of pregnancy leave. It is understood thatprior to the 8 weeks of EI top-up, I will require a Record of Employment to apply for Employment Insurance.

If I require sick leave prior to the due date, completed and sufficient medical documentation will be given to the Human Resources Department. I will inform the Human Resources Department of the actual birth date of my child.

Sincerely,

Name

c. Kevin Knutsen, Executive Officer of Employee and Labour Relations - RRDSB

 Principal/Supervisor’s Name, Principal/Supervisor’s Title, Location Name