



CHILLIWACK TEACHERS' ASSOCIATION

Pregnancy/Parental leave for Continuing Contract Teachers

If you are in a continuing contract you are eligible for supplemental employment benefits (known as 'top up'). "Top up" continues to be paid through July and August for continuing contract teachers. You are required to apply for EI Maternity Benefits in the second week of your pregnancy leave. Failure to do so may result in overpayment of EI Benefits.

To apply for your pregnancy and parental leaves, follow these steps:

- Ensure that you have worked the required number of hours:
<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/eligibility.html>
 -9.1 insurable hour per day in the 'qualifying period', which is the shorter of:
 -52 weeks immediately preceding a claim for benefits; or
 -the period since the beginning of the preceding claim
- Notify the School District by email or submit in person a letter informing them of your leave. This should be completed in a reasonable time no later than 4 weeks before your leave.
- Include expected return date. This can be changed up to 4 weeks before your parental leave begins.
- Submit letter to District:

Sample letter or email for Pregnancy/Parental Leave for contract teacher

Date

Nadine Clattenburg and Rachael Green
 Assistant Directors of Human Resources
 % SD33 Chilliwack
 8430 Cessna Drive
 Chilliwack, B.C.
 V2P 7K4

Dear Nadine and Rachael,

Re: Application for pregnancy/parental leave under contract article G.21.

I wish to apply for leave effective_____. The expected due date is_____. My expected return date is _____. I have attached medical documentation.

Yours truly,

Your Name, Address and School

cc: president@chilliwackteachers.com

- You have 4 weeks prior to your Parental Leave to decide the length of your 'parental leave'. You may choose a standard leave of 35 weeks or an extended parental leave of 61 weeks. Once you choose, notify the School District and Service Canada.