



Pregnancy/Parental leave for TTOCs

If you are a TTOC, you do not qualify for any leave provisions in the Collective Agreement. Instead, you must make yourself unavailable on PowerSchool for the remainder of the school year, or until you are ready to return to work.

However, you may qualify for some government benefits. Follow the checklist steps:

- Ensure that you have worked the required minimum number of insurable hours. Check eligibility: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/eligibility.html>
 - 9.1 insurable hour per day/45.5 per week 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 informing them of your unavailability. This should be completed at least 4 weeks prior to birth. Template email:

Sample Email for TTOCs to: nadine_clattenburg@sd33.bc.ca and rachael_green@sd33.bc.ca

Subject: Notice of Unavailability due to Pregnancy

Dear Nadine and Rachael,

I am informing you of my unavailability for the TTOC roster effective (date). The expected due date is (date). I intend to return (date).

Thank you,

cc president@chilliwackteachers.com

