

DATE:

SAMPLE

Mrs. Brenda O'Neill
Superintendent of Education
644 Albert Street East
Sault Ste. Marie, ON
P6A 2K7

Dear Mrs. O'Neill:

Please be advised that in accordance with the Employment Standards Act and Article 37 of the Elementary Teachers' Collective Agreement, I wish to apply for a Pregnancy and Parental Leave commencing _____ with the expectations of the leave ending _____. It is my intention to return to teaching effective _____.

I have attached a medical certificate certifying the expected date of delivery as of _____.

I understand that I will be returning to my current position at _____ if the position still exists.

In accordance with the provisions of the Collective Agreement, the Board will provide me with a supplementary employment benefit plan to provide for payment of 100% of my normal weekly earnings during the two week waiting period.

I am aware that no such supplementary payment shall be paid for any two-week mandatory waiting period which occurs outside the Ministry approved school calendar for days of instruction. I am also aware that it is my responsibility to provide the Board with adequate information from HRSDC reflecting my weekly payment.

I understand that all Board paid benefits will remain in place for the duration of my leave up to 52 weeks. Any premiums for voluntary life insurance and long term disability are my responsibility. I am aware that the Board will send me costing itemizing the amount owing for any voluntary life insurance and long term payments and I will make the necessary arrangements with the Board to cover the monthly costs by providing the Board with a "void" cheque. Any payments will be withdrawn automatically from my account around the middle of each month.

I will be responsible for my Ontario College of Teachers' payment which will be payable in January.

I understand that my "Record of Employment" will be forwarded electronically to the Employment Insurance Office.

Thank you,

cc: Principal
Kelly Holley, President ADETFO
Eva Aceti, Benefits, ADSB