



### Pregnancy/Parental leave for Temporary Contract Teachers

If you are in a temporary contract you are eligible for supplemental employment benefits (known as 'top up'). However, you are only eligible to collect 'top up' for the duration of your contract or until June 30. If you obtain a contract in September, you are able to receive the remaining weeks of your 'top up'. You are required to apply for EI maternity Benefits in the second week of your pregnancy leave. Failure to do so may result in over payment of EI benefits.

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

- ☐ Ensure that you have worked 600 hours (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 or submit in person a letter informing them of your leave. This should be completed in a reasonable time (1-2 months prior to birth). Template letter:
- ☐ You do not need to put a return date until 4 weeks before your return

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

Date

Nadine Clattenburg  
District Principal of Human Resources  
% SD33 Chilliwack  
8430 Cessna Drive  
Chilliwack, B.C.  
V2P 7K4

Dear Nadine,

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

I wish to apply for leave effective\_\_\_\_\_. The expected due date is\_\_\_\_\_. I have entered this leave in the ADS System and I have attached medical documentation. Thank you.

Yours truly,

Your Name, Address and School

cc: CTA President

- ☐ 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 (up to a weekly maximum of \$573) or extended parental leave of 61 weeks (up to a weekly maximum of \$344). Once you choose, notify the School District and Service Canada.
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