

# Teacher Pregnancy Leave, Parental Leave and Adoption Leave Application

**Personal Information (please print):**

Name	Contract Status	SAP #	Prof. #
Mailing Address			
Email Address	Phone #		
School/Site	Position		

**Please provide the following information**

1. What is your expected due date?			
2. Do you wish to start your leave the day the baby is born?  (If you choose to start your leave the day the baby is born or the baby is born before your requested start date, Human Resources must be notified of the date of birth as soon as possible to reduce the chances of an overpayment.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	If no, specify the start date. (The start date cannot be after the date of delivery)		
3. Are you requesting Pregnancy Leave (maximum 17 weeks)?  (Maximum 17 weeks pregnancy/parental allowance)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Number of weeks leave	<input type="checkbox"/> 17	Other
	<b>OR</b> Number of days leave		
	<b>OR</b> Date of return to school		
4. Are you requesting Parental/Adoption Leave (maximum 61 weeks)?  (Maximum 12 weeks parental allowance for the non-birth parent)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Number of weeks leave	<input type="checkbox"/> 35	<input type="checkbox"/> 61
	<b>OR</b> Number of days leave		
	<b>OR</b> Date of return to school		
5. For this leave will you be serving the EI waiting period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Is your partner employed as a teacher by any education entity in Nova Scotia?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Signature	Date		

**PLEASE NOTE:**

- As per Article 27.08(i) of the TPA “Notwithstanding 27.06, if a probationary or permanent contract teacher requests parental leave at the time of request for pregnancy leave, and if the teacher is in receipt of a pregnancy or parental allowance during the summer, then the pregnancy and parental allowance beginning with the first non-teaching day in the summer shall be deferred to commence on the first day of the teaching period in the school year. For greater certainty, a teacher cannot receive more than seventeen (17) weeks leave of absence for pregnancy and more than sixty-one (61) weeks parental leave for a maximum of seventy-eight (78) weeks.”
- No teacher can receive more than a total of 17 weeks of combined pregnancy and parental allowance.
- Parental allowance is based on the standard EI parental benefit even if the teacher elects the extended EI parental benefit.
- Pregnancy leave can start at any time from a day eleven (11) weeks before the specified date of delivery to the day of actual delivery.
- If you have answered no to question 5, Articles 27.06(i) and (ii) and 27.18(i) and (iii) do not apply.
- Please advise your supervisor that you have submitted this request.