

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?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(If you choose to start your leave the day the baby is born, Human Resources must be notified of your start date as soon as possible to reduce the chances of an overpayment.)	If no, specify start date: (can be no later than date of delivery)		
3. Are you requesting Pregnancy Leave (maximum 17 weeks)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(Maximum 17 weeks pregnancy/parental allowance)	Number of weeks leave		
	OR	Number of days leave	
	OR	Date of return to school	
4. Are you requesting Parental/Adoption Leave (maximum 35 weeks)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(Maximum 12 weeks parental allowance for the non-birth parent)	Number of weeks leave		
	OR	Number of days leave	
	OR	Date of return to school	
5. For this leave will you be serving the two week EI waiting period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6. Is your partner employed as a teacher by any school board 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 thirty-five (35) weeks parental leave for a maximum of fifty-two (52) weeks."
- No teacher can receive more than a total of 17 weeks of combined pregnancy and parental allowance.
- 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 4, Articles 27.08 and 27.18(iv) do not apply. Please advise your supervisor that you have submitted this request.