

TITLE: PREGNANCY AND PARENTAL LEAVE (BOARD TRUSTEES)

Date Authorized: XX Month 20XX
Last Revised: XX Month 20XX
Last Reviewed: XX Month 20XX

COMMITMENT TO INDIGENOUS RIGHTS, HUMAN RIGHTS, AND EQUITY

The Board recognizes its responsibility to ensure that this policy and associated procedures promote and protect Indigenous rights, human rights, and equity. The Board will strive to address and eliminate racism and structural and systemic barriers for students, staff, and the community.

1.0 RATIONALE

To establish a process for facilitating pregnancy and parental leaves for OCDSB Trustees, in compliance with the *Education Act*.

2.0 DEFINITIONS

Please refer to Appendix A for a list of definitions of terms used in this policy.

3.0 GUIDING PRINCIPLES

- 3.1 The Board supports Trustees' entitlement to pregnancy or parental leave for up to 20 weeks without authorization from the Board.
- 3.2 Pregnancy and parental leave shall apply to all trustees who are absent due to pregnancy, giving birth, and/or otherwise becoming a parent, including surrogacy and adoption.

4.0 SPECIFIC DIRECTIVES

- 4.1 The Trustee shall notify the Chair of the Board as soon as reasonably possible of their intent to take a pregnancy or parental leave.
- 4.2 In the case of the Chair intending to take a pregnancy or parental leave, the notice of an intended leave shall be given to the Vice-Chair.
- 4.3 The notice of a Trustee's intention to take a pregnancy or parental leave must include

the following:

- a) the purpose for the leave;
- b) the expected dates the leave is to begin and conclude;
- c) decisions concerning whether and to what capacity the Trustee will continue to fulfill responsibilities and participate in Board and/or committee meetings, either in person or via electronic means;
- d) details concerning how the Trustee intends to notify their community about the leave period and how the community will be supported during the leave; and
- e) in the case of a Chair or Vice-Chair requesting the leave, a request for the Board to conduct an election to appoint an interim Chair or Vice-Chair for the duration of their pregnancy or parental leave.

In addition, the Trustee shall provide relevant medical documentation through Employee Wellness at the time of the request.

- 4.4 The Chair shall notify the Director and the Board of the intended leave and shall formally submit relevant forms to the Director's office. The relevant forms shall be confidential and accessible only to the Trustee, Chair and/or Vice-Chair, Director, and relevant District staff.
- 4.5 The allowed pregnancy or parental leave period may begin up to 20 weeks before or finish up to 20 weeks after the Trustee's expected delivery date or the expected date of arrival of the adopted child.
- 4.6 While a Trustee is on pregnancy or parental leave there is no exception for quorum requirements. The presence of a majority of all the members constituting a board remains necessary.
- 4.7 The Trustee on pregnancy or parental leave may continue to participate in any and all responsibilities as a member of the Board, including Board and Committee meetings (in-person and/or electronically), attending community meetings as a representative of the Board, and any required internal or external communications.
- 4.8 The Trustee shall continue to receive Board-related material and have access to information during the leave period.
- 4.9 The Board shall allow for electronic participation and voting in Board and committee meetings for Trustees on pregnancy and parental leave, at the request of the Trustee on leave. Proxy voting is never allowed.
- 4.10 The Trustee on pregnancy or parental leave is assumed to have authorization by the Board to maintain their seat even if they are absent for three or more consecutive regular Board meetings.

- 4.11 No Trustee shall be coerced or pressured to vacate or resign from their position as Trustee during or leading up to the leave period.
- 4.12 The Trustee shall not forfeit their Board and Committee membership privileges during the leave period.
- 4.13 Where the Trustee taking pregnancy or parental leave is on one or more Committees and does not intend to fulfill those responsibilities while on leave, their alternate will be assigned to those duties. Where no Committee alternate is named, the Chair of the Board (or Vice-Chair in absence of the Chair), in consultation with the Director of Education, may decide to assign one or more other Trustees to cover the duties of the Trustee taking pregnancy or parental leave on the Committee.
- 4.14 Relevant Trustee expenses shall continue to be reimbursed during the leave period.
- 4.15 Trustee Honoraria shall continue to be provided during the leave period.

5.0 APPENDICES

Appendix A: Policy Definitions

6.0 REFERENCE DOCUMENTS

The Education Act

Municipal Elections Act

[OCDSB By-laws and Standing Rules](#)

Board [Policy P.073.GOV Board Member Code of Conduct](#)

Board [Policy P.018.GOV Electronic Meetings of the Boards and Committees](#)

Board [Policy P.005.GOV Board Member and Student Trustee Expenses and Support Services](#)

Board [Procedure PR.503.GOV Trustee and Student Trustee Expenses for Professional Development, Constituency Communications and Support Services](#)

Board [Policy P.004.GOV Board Member Honoraria](#)

APPENDIX A: Policy Definitions

In this policy,

Board means the Board of Trustees.

Trustee means a member of the Board elected or appointed in accordance with the *Ontario Municipal Elections Act* and the *Ontario Education Act*.

District means the Ottawa-Carleton District School Board

APPENDIX B: Trustee Pregnancy and Parental Leave Form

To be completed by the Trustee taking a pregnancy or parental leave at least six weeks in advance of the leave, if possible. The completed form shall be given to the Chair who will notify the Director of Education and the Board of Trustees. All information documented below is to be kept private and confidential and filed in the Director of Education's office and accessible only to the Trustee, Chair, Director, and relevant board staff. Any relevant medical documentation shall be given to OCDSB Employee Wellness.

Last Name:		
First Name:		
Area Represented:		
Type of Leave: (pregnancy, birth of child, adoption)		
Expected Leave Duration:	From: (day/month/year)	To: (day/month/year)
Notes regarding Trustee participation: <ul style="list-style-type: none"> ● Participation level in board/committee meetings either in person or via electronic means; ● The amount of information and communication to receive from the board (i.e. board meeting packages); ● Method for community notification; ● Details regarding how the community will be supported during the leave; and ● Name and information details for alternate trustee contact. 		
Other relevant information:		
Confirmation of medical documentation hand-in:		