

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 support the facilitation of 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 be available to any trustee who notifies the Board of a planned absence due to pregnancy, giving birth, and/or otherwise becoming a parent, including surrogacy and adoption.
- 3.3 The Board respects the privacy of Trustees and any necessary discussion of the reason for leave shall be limited, follow OCDSB employee privacy standards, and, if necessary, occur in closed session.

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) clarification regarding 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 to Employee Wellness in support of their request

- 4.4 The Chair shall notify the Director and the Board of the intended leave and shall 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 appropriate 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, the date of the medical procedure/incident, or the expected date of gaining custody and/or guardianship of the child, including an adopted child.
- a) Medical procedures/incidents include miscarriage, termination and stillbirth that occur during the 17 weeks preceding the due date.
- 4.6 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.
- 4.7 The Trustee shall continue to receive Board-related material and have access to information during the leave period.
- 4.8 A Trustee on pregnancy or parental leave is authorized to be absent for three or more consecutive regular Board meetings during the leave period.

- 4.9 While a Trustee is on pregnancy or parental leave there is no adjustment to quorum requirements.
- 4.10 No Trustee shall be coerced or pressured to vacate or resign from their position as Trustee during or leading up to the pregnancy or parental leave period.
- 4.11 The Trustee shall not forfeit their Board and Committee membership privileges during the leave period.
- 4.12 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.
- 4.13 Relevant Trustee expenses shall continue to be reimbursed during the leave period.
- 4.14 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.