Greater Essex County District School Board

Policy: Trustee Pregnancy/Parental/Adoption and Infant/Child Care Leave

Reference No:P-GV-10

It is the policy of the GECDSB to provide equitable access to pregnancy/parental/adoption and infant/childcare leave for Trustees.

Greater Essex County District School Board

Regulations: Trustee Pregnancy/Parental/Adoption and Infant/Child Care Leave

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Definitions

Trustee: An individual who is a member of the Board within the meaning of the Education Act. This applies to all current elected school board members and student trustees.

Board and committee meetings are not the only time commitment for trustees. Other responsibilities include:

1. Attending community meetings as a representative of the school board.
2. Communications – responding to the concerns of parents and others (i.e. telephone calls or emails, meeting requests and queries from constituents).

Trustee Leave Notification Considerations:

3. The Trustee will notify the board as soon as reasonably possible to inform it regarding an upcoming leave.
4. The Trustee will indicate the purpose for the leave: trustee pregnancy, birth of a member's child, the adoption of a child by the member or infant/child care leave.
5. The Trustee will provide an expected date the leave is to begin and conclude provided the leave does not exceed 20 consecutive weeks and begins no later than the date of a third consecutively missed regular board meeting.
6. The Trustee will provide relevant medical documentation (this could include medical certificates confirming pregnancy, proof of birth date, or adoption agency statements).
7. Trustee Honoraria for base and enrolment amounts continue to be provided during the leave period. During the period of their leave, the trustee would resign from positions of added responsibility (i.e. Chair, Vice-Chair and any additional committees). The Board shall appoint a trustee to the position of added responsibility. Any additional honoraria with respect to that position of added responsibility will go to the newly appointed trustee for the period of the leave.
8. Relevant Trustee expenses will continue to be reimbursed (i.e. cellphone, computer).
9. The Trustee will continue to receive board-related material and have access to information during the leave.
10. The Trustee will also consider the following:
    - Whether or not they will continue to participate in board/committee meetings, either in person or via electronic means in accordance with Regulation: Electronic Meetings and Meeting Attendance; and
    - How they intend to notify their community about their leave, and how the community will be supported during the leave.

Reference Documents:

- *Municipal Elections Act*
- *Education Act*
- *Other relevant Board policies/procedures/by-laws*

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Trustee Pregnancy/Parental/Adoption and Infant/Child Care Leave
Appendix 1

To be completed by the Trustee taking a pregnancy/parental/adoption or infant/child care leave at least six weeks in advance of the leave, if possible. The completed form should 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.

Name: _____

Area Represented: _____

Type of Leave: _____
Trustee pregnancy, birth of a child, adoption of a child or infant/childcare leave.

Expected Leave Duration:

From: _____ To: _____
(year/month/day) (year/month/day)

Applicable Medical Documentation:

Notes regarding Trustee participation during leave:

- 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:

Trustee Signature: _____

Chairperson of the Board/Designate Signature: _____

Date: _____