



**POLICY SECTION:** TRUSTEES  
**SUB-SECTION:**  
**POLICY NAME:** TRUSTEE PREGNANCY AND PARENTAL LEAVE OF ABSENCE  
**POLICY NO:** T. 21

<b>Date Approved:</b> April 2021	<b>Date of Next Review:</b> April 2026	<b>Dates of Amendments:</b>
<b>Cross References:</b> Education Act Section 170 (1) 17.3 T.05 Trustee Honourarium T.17 Trustee Services and Expenditures TCDSB By-law 175		
<b>Appendix:</b>		

**Purpose:**

The Education Act of Ontario mandates that every district school board shall adopt and maintain policies with respect to pregnancy leaves and parental leaves of Trustees of the Board. The Toronto Catholic District School Board (TCDSB) recognizes the importance of embedding these rights in a policy so that the rights of Trustees of the Board can continue throughout any pregnancy or parental leave.

**Scope and Responsibility**

This policy applies to all Trustees of the Toronto Catholic District School Board. The Chair of the Board is responsible for bringing relevant information to the Board of Trustees. Human Resource Services will process the requests and facilitate the leaves.

**Alignment with MYSP:**

Living Our Catholic Values  
Ensuring Public Confidence



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**Policy:**

TCDSB Trustees are eligible to take a leave of absence from their duties for eight (8) consecutive weeks or less resulting from the Trustee becoming pregnant, the birth of a Trustee's child, or the adoption of a child by a Trustee. The legislative right of a Trustee to take a pregnancy or parental leave originates in the Education Act and does not require the approval by the Board of Trustees. Trustees maintain control over the extent to which they remain involved in their Board duties.

**Regulations:**

1. A Trustee will inform the Chair of the Board and the Director of Education of the intention to commence a pregnancy or parental leave in a timely manner. The leave may commence up to eight (8) weeks before a Trustee's expected date of delivery, or before the date when a child has come into the care, custody, or control of a parent.
2. Trustees on a pregnancy or parental leave are not required to vacate their position. Further, Trustees are exempt from TCDSB By-law 175 Section 4.2.1, mandating attendance at meetings of the Board.
3. Included in the Trustee's notification are:
  - i. applicable Human Resource Department documentation;
  - ii. anticipated start date and end date of the leave;
  - iii. intention to participate in board-related meetings;
  - iv. any other information related to specific duties of the Trustee.
4. The pregnancy or parental leave notification will be officially submitted to the Board for receipt.



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5. Trustees on pregnancy or parental leave are permitted to participate in Board and Standing Committee meetings, or other committees where the trustee is a member.
6. In the event that the Trustee requesting the leave is the Chair or Vice Chair of the Board and does not intend to fulfill those duties while on the leave, he/she may request the Trustees to conduct an election for an Interim replacement for the duration of the leave.
7. In the event the Trustee requesting the leave is the Chair of a Committee of the Board, then the Vice Chair of the Committee will become the Interim Chair, and the Trustees will conduct an election for an Interim Vice Chair of the Committee.
8. Trustees on a pregnancy or parental leave will continue to receive their trustee honourarium and attendance payments, as well as reimbursement for relevant Trustee expenses.

### **Definitions:**

#### **1. Adoption Leave**

A leave of absence for the adoption of a child for eight (8) consecutive weeks or less.

#### **2. Child Care Leave**

A leave of absence that directly follows an adoption/parental leave for eight (8) consecutive weeks or less.



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**3. Parental Leave**

A leave of absence taken by either parent following the birth of a child for 8 consecutive weeks or less.

**4. Pregnancy Leave**

A leave of absence taken by the mother for the birth of her child for 8 consecutive weeks or less.

**Evaluation and Metrics:**

This policy will be reviewed consistent with the TCDSB 5 year policy review cycle. In the event the legislation regarding pregnancy and parental leave is altered, the policy will be reviewed and amended accordingly.