

Human Resources Officer, Elementary
Ottawa-Carleton District School Board
133 Greenbank Road
Nepean, ON
K2H 6L3

To whom it may concern:

I am enclosing a letter from my doctor with this letter stating that I am pregnant.

I am aware of the regulations providing for maternity and parental leave in the Employment Standards Act. I will be taking the standard seventeen (17) weeks of maternity leave plus thirty-five (35) weeks of parental leave, as follows:

Maternity / Parental Leave Start Date:

End Date:

Expected Due Date

Returning to work: Date:

School:

Grade/Class:

I am also aware of the sub-section of Employment Standards Act which allows a person to terminate the leave early, as long as four weeks' written notice is given prior to the planned date of return.

As provided for in the Employment Standards Act, all benefits that are paid for by the Board will continue; my teaching seniority placement will also continue to accrue.

Thank you for your attention in this matter.

Sincerely,

cc