



**LEAVE AND JURY DUTY REQUEST FORM  
IN ACCORDANCE WITH THE EMPLOYMENT STANDARDS ACT**

Employee Name		School Name	
Reason for Leave Request	<ul style="list-style-type: none"> <li>a. <input type="checkbox"/> Maternity leave <i>[entitled up to 17 consecutive unpaid weeks]</i></li> <li>b. <input type="checkbox"/> Parental leave <i>[entitled up to 62 consecutive unpaid weeks within 78 weeks of child's birth or child's adoption, with additional 5 consecutive unpaid weeks if child has a physical/emotional/psychological condition requiring parental care]</i></li> <li>c. <input type="checkbox"/> <b>Combined</b> maternity and parental leave <i>[entitled up to 78 consecutive unpaid weeks]</i>    <input type="checkbox"/> 52 weeks    <input type="checkbox"/> 78 weeks</li> <li>d. <input type="checkbox"/> Family responsibility leave <i>[entitled up to 5 unpaid days]</i></li> <li>e. <input type="checkbox"/> Bereavement Leave <i>[as per CISVA Policy #310]</i></li> <li>f. <input type="checkbox"/> Compassionate care leave <i>[entitled up to 27 unpaid weeks]</i></li> <li>g. <input type="checkbox"/> Jury duty <i>[unpaid days for required period]</i></li> <li>h. <input type="checkbox"/> Disappearance of a child <i>[entitled up to 52 unpaid weeks]</i></li> <li>i. <input type="checkbox"/> Death of a child <i>[entitled up to 104 unpaid weeks]</i></li> <li>j. <input type="checkbox"/> Critical illness or injury leave <i>[entitled up to 36 unpaid weeks to care for family member &lt;19 years; up to 16 unpaid weeks to care for family member &gt;19 years]</i></li> <li>k. <input type="checkbox"/> Leave respecting domestic violence <i>[entitled up to 10 unpaid days and additional entitlement of up to 15 weeks unpaid weeks]</i></li> <li>l. <input type="checkbox"/> COVID-19-related leave <i>[as per section 52.12 of the Employment Standards Act]</i></li> </ul>		
Anticipated Leave Start Date			
Anticipated Return to Work Date			



# Catholic Independent Schools Vancouver Archdiocese

## Leave and Jury Duty Request

- A. The Leave of Absence will be unpaid unless otherwise provided for in the CISVA #310 Leave of Absence Policy and the maternity/parental leave benefits program as offered by the Employer and published on the Employer’s website at <https://cisva.bc.ca/benefit-plan/faq/faq-maternity-parental-leaves/>.
- B. During the Leave of Absence, the Employee will maintain his or her status as an employee and his or her employment shall be deemed continuous for the purposes of calculating his or her years of service and he or she shall continue to receive all entitlements in accordance with the *Employment Standards Act*, as may be amended.
- C. Any benefits, as defined by the terms of the benefits program, will continue to be available to the Employee during the Leave of Absence on the same cost share of the Benefits premiums set out in the Employee’s employment contract, unless the Employee chooses to opt out as indicated in the below section.
- D. If the Employee chooses to continue his or her participation in the Benefits program, the Employee shall provide to the Employer postdated cheques for the Employee’s monthly portion of the premium for Benefits for the duration of the Leave of Absence.
- E. The Employer (local school) is responsible to remit the Employee’s portion of premium for Benefits to the Superintendent’s Office.
- F. The Employee is at liberty to opt out of participation of the Benefits program. If the Employee opts out of the Benefits program, he or she acknowledges and understands that he or she will not have any Benefits during the Leave of Absence through the Employer’s Benefits program. Benefits will be reinstated on the Employee’s return to work.
- G. The Employee is at liberty to temporarily suspend his or her Registered Pension Plan contributions during the leave. The RPP contributions will be reinstated on the Employee’s return to work.
- H. The Employee will provide the Employer with supporting documentation with this request.

<b>Benefits</b>	[ ]	Opt out of coverage for Benefits
	[ ]	Continue Employee/Employer Benefits premiums cost share arrangement as agreed to under the employment contract
<b>Pension</b>	[ ]	Temporarily suspend Registered Pension Plan contributions during the leave
Teacher Certification Fees	Current year fee is due April of the current school year. The employee will pay the fees directly to the Teacher Regulation Branch if the employee leaves prior to April or has not returned to work prior to April.	

Date:	Employee Signature:
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Date:	Principal Signature:
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