



**WINDSOR-ESSEX CATHOLIC
DISTRICT SCHOOL BOARD
BOARD OF TRUSTEES**

Appendix A

1325 California Avenue
Windsor, ON N9B 3Y6
Telephone: (519) 253-2481 FAX: (519) 253-4819

Pr T:09 FORM A

T:09 Trustee Parental Leave

To be completed by the Trustee taking a pregnancy and/or parental leave at least six (6) weeks in advance of the leave, if possible. The completed form should be submitted to the Chair of the Board 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.

Trustee Name:	
Type of Leave:	<input type="checkbox"/> Pregnancy <input type="checkbox"/> Birth of Child <input type="checkbox"/> Adoption of Child
Estimated Start Date:	Expected Date of Return:

I understand that I am exempt from attending meetings of the Board and will attend:

- All meetings
- Some meetings
- Most meetings while on leave
- Most **electronically** while on leave
- Not attend meetings while on leave

I would like to continue to receive Board Agenda packages while on leave: Yes No

I would like to receive copies of materials for the following committees, of which I am a member, while on leave:

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I do not wish to receive committee materials while on leave.

I plan to handle communications with parents and constituents in the following manner:

I will be providing an alternate trustee contact while on leave. Name of trustee and responsibilities:

I understand that the Chair of the Board will announce my leave, and the dates thereof, to the Board of Trustees and senior administration for their information.

Trustee Signature:	
Chair of the Board Signature:	
Date:	