


**Windsor-Essex Catholic District School Board**



Section: Trustees

**ADMINISTRATIVE PROCEDURE:  
Pr T:09 Trustee Parental Leave**

|                          |                |
|--------------------------|----------------|
| <b>NUMBER:</b>           | Pr T:09        |
| <b>EFFECTIVE:</b>        | Oct. 23, 2019  |
| <b>AMENDED:</b>          |                |
| <b>RELATED POLICIES:</b> | See References |
| <b>REPEALS:</b>          |                |
| <b>REVIEW DATE:</b>      | 2024-2025      |

**1.0 OBJECTIVE:**

- 1.1 To provide guidelines on how the Windsor-Essex Catholic District School Board (WECDSB) addresses a Trustee’s pregnancy and/or parental leave in a manner that respects a Trustee’s statutory role as an elected representative.

**2.0 SPECIFIC DIRECTIVES**

- 2.1 The Trustee exercising the leave will notify the Chair of the Board in writing by submitting Pr T:09 Form A (Appendix A) to the Chair at least six (6) weeks in advance of the leave, if possible.
  - 2.1.1 If there are any changes to the agreed parental leave terms specified on Pr T:09 Form A, the Trustee will notify the Chair of the Board and the Chair of the Board will notify the Director of Education and Board of Trustees.
- 2.2 Trustees on pregnancy and/or parental leave shall:
  - a) continue to receive the trustee’s honorarium, as specified in Policy T:06 Trustee Honoraria;
  - b) continue to have relevant expenses paid in accordance with Policy T:02 Trustee Expenses and Board Services;
  - c) be exempt from attending meetings of the Board and any committee of which the trustee is a member;
  - d) continue to have access to information through their designated board-provided technology equipment (e.g., laptop, tablet or cell phone);
  - e) respond to email communications at the level they determine, utilizing an out-of-office email feature to identify they are on leave, the level of service offered, and an alternate contact, if required;
  - f) specify the following on Pr T:09 Form A:
    - i. their anticipated level of participation in Board meetings;
    - ii. their anticipated level of participation in events, conferences, committee meetings, and constituent meetings;
    - iii. how parent and constituent communication will be handled during the leave; and
    - iv. whether or not they wish to continue receiving any committee and/or Board materials.