



## Preventative and maternity leave

### Preventative Leave



If you believe your working conditions could put your baby at risk, you must make an appointment with our family doctor as soon as possible. If you are working with children, you may need to be tested to see if you have immunity to viruses that might harm your baby. Your doctor will refer your case to a CLSC in order that you be tested. If it turns out that you are not immune, your doctor will then fill

out a CNESST form giving the reason and the dates for your preventative leave.

The completed form you get from your doctor must be forwarded to the Health and Safety Administration Officer in the EMSB Human Resources Department. (always keep a copy of any official document you send to the Board). A work accident request form will then be sent to the CNESST. Once the CNESST approves it, you will be paid 90% of your salary. However, the Board does have the right to ask you to continue to work if they can place you somewhere where there is clearly

no risk to you or the baby.

When you are on preventative leave, you **must** apply for maternity benefits **four weeks before** your due date. The CNESST stops paying you at this time and you start your maternity leave 4 weeks before the date of birth (this means when your baby is born you have already used up 4 weeks of maternity leave).

The salaried employee who is placed on preventative leave will receive his or her net salary during the first 5 working days following their withdrawal from work (days that you are required to be at work). The employer will pay you 90% of your net salary for each day that you normally would be working (14 calendar days).

At the expiration of this period and subject to your eligibility, the CNESST will reimburse your employer the equivalent of 90% of your net salary, and you will continue to receive this indemnity by your employer up until 4 weeks prior to your expected due date.

*N.B.: CNESST only applies to medical problems caused by a danger in the workplace. Any other medical problems during pregnancy are covered, if the employee is eligible, by salary insurance which is paid by the Board. For those who are NOT covered by salary insurance, they may choose to start their paid Parental Insurance leave up to 16 weeks before the birth date.*

### Paid maternity leave

There is a Parental Insurance Plan in Quebec which replaces the Federal Employment Insurance maternity benefits program. Under this program, in order to be eligible, you must have earned at least \$2000 dollars in the past 52 weeks.

As soon as you know you are pregnant, contact Human Resources in order to get all the necessary information as to when and how to apply for maternity leave, parental leave (QPIP) and extended leave. In order to obtain maternity leave, an employee must give written notice to the Board at least two weeks before the date of departure and must provide a medical certificate confirming the pregnancy and the anticipated date of birth.

The QPIP Parental Insurance Plan applies to everyone residing in Quebec for at least one year and is an improvement on the old Employment Insurance program. Our collective agreement gives us additional maternity and paternity benefits as well, and is combined with the Quebec plan.

For benefits, including detailed calculations, please see the "Parental Rights Guide" available on our website.

### Unpaid Extended Maternity Leave

The collective agreement allows you to take up to two years of unpaid extended maternity leave after your paid maternity leave is finished.

At the same time that you apply for your maternity leave and QPIP leave, be sure to inform the Board whether you intend to take an extended unpaid leave.

If you are not sure whether or not you will want to extend your maternity leave for the full two years, we strongly suggest you apply for it in any case, as a precaution. Otherwise, the board may insist that you request a personal leave instead. This would mean that you would lose benefits that you would have maintained with extended maternity leave, such as accumulation of seniority, health insurance contributions, and accumulation of experience for the first 52 weeks of your leave. Should you want to terminate your leave before the full two years are up, or request it be changed to a part-time leave, you only have to give the Board one month's notice in order to do so.

### Medical Appointments

Our collective agreement allows for 4 days of paid leave for medical appointments during a pregnancy.

The Board may request a medical certificate from the employee's doctor, showing that the visit to the doctor is related to the pregnancy. These four days may be taken as half-days if the employee prefers. (Article 5-4.21 c) of the Collective Agreement).



\* The purpose of this document is to simplify information contained in the collective agreement. However, for legal purposes, only the original clauses in the collective agreement apply.

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