

## **STEPS TO FOLLOW TO TAKE A SUCCESSFUL LEAVE**

### **Maternity/Parental Leave (Articles 22, 23 & 24)**

1. Get as much information as possible from your OSSTF President to help you to decide when to take your leave. The start date can affect income for the period during the leave.
2. Complete a Request to Leave Form (Form 411) and give it to your Principal not less than 2 weeks prior to the date you wish to commence your leave. It is usually best to start your leave on a Monday, since the 2-week wait period always starts on Sunday. Please keep a copy of the Leave form for yourself and fax or mail a copy to your Union President.
3. See Maternity Leave Pkg from OSSTF and follow instructions. If you have any questions, contact your Union President.

### **Other Leaves**

Bereavement leaves (Article 15)  
Miscellaneous leave (Article 16)  
Leaves without pay (Article 17)  
Paternal leave (Article 20)  
Leaves general (Article 21)  
Education leave (Article 21)  
Family care leave (Article 25)  
Deferred salary leave (Article 28)  
Sick leave (Article 29)  
Compassionate care leave (Article 63)

Most leaves will have instructions given on their use and length in your collective agreement. You are usually required to fill out a "411 Leave Form" which can be obtained from your school office coordinator, if possible, well in advance of your leave commencing. That 411 form must be signed by your supervisor (Principal) and sent to Human Resources-Mary Mackenzie Mason. If you have any concerns or difficulty regarding taking any leaves, please contact your union President 519-843-4043 X225.