

NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

STATUS OF EMPLOYEE BENEFITS DURING LEAVE OF ABSENCE

PB 21.0
NPS 273-98

POLICY:

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to provide and maintain employee benefits during leaves of absences in accordance with the following:

1. Unionized employees' benefits shall be maintained according to the terms of their collective agreements.
2. Non-unionized employees' benefits shall be maintained according to the terms of their conditions of employment.
3. Employees on pregnancy and/or parental leave shall have the option of maintaining benefits according to the terms of the Employment Standards Act.
4. Employees on approved leave of absence without pay may maintain membership in the Board's employee benefit plans during their leave, provided they agree to prepay the full cost of the premiums of said benefits.
5. An employee on leave of absence and drawing a salary for more than half (1/2) of a working month shall be entitled to the employer's share of the cost of premiums of employee benefits for that month only.

ADMINISTRATIVE PROCEDURES

Eligible employees wishing to maintain membership in the Board's employee benefits, shall submit their request in writing to the Manager of Human Resources in advance of the effective date of leave of absence.