



CITY OF HAMILTON

NOTICE OF PREGNANCY OR PARENTAL LEAVE FOR MEMBERS OF COUNCIL

To: City Clerk

From: _____
(Council Member's Name)

Re: Notice of Pregnancy or Parental Leave

I hereby give notice that I will be taking leave from Council for the following reason (check one):

- ☐ Pregnancy
- ☐ Birth of a Child
- ☐ Adoption of a Child

Dates of Leave

Anticipated Date of Commencement: _____

Anticipated Return Date: _____

Committees and Boards

I wish to continue to attend all meetings of the Committees and Boards to which I have been appointed during the period of my leave:

- ☐ Yes
- ☐ No

Communications While on Leave

I agree to continue to receive all communications, agendas and associated materials generally sent to Members of Council during the period of my leave:

- ☐ Yes
- ☐ No

Announcement of Leave

I understand that the City Manager will announce my leave and the dates thereof to the Members of Council and Senior Leadership Team for their information.

Failure to Return from Leave

I understand that if I fail to attend Council and Committee meetings after the expiry of my leave, that my seat may be declared vacant by Council in accordance with the terms and conditions of the City's Pregnancy Leave and Parental Leave for Members of Council Policy and the provisions of the *Municipal Act, 2001*.

Print Name: _____

Signature: _____ Date: _____