

Pregnancy/Parental Leave Checklist

Teachers' Bargaining Unit

*Note for purposes of this leave, your **regular weekly salary can be calculated by dividing your annual salary by 40**. To find 60% of this salary, it is your annual salary divided by 40 times 0.60

There are three main components to these leaves: the federal legislation, the provincial legislation and our Collective Agreement.

1. The **federal** legislation provides the rules for EI payments.
 - As the birth-mother, you are provided with 17 weeks of EI payments for Pregnancy Leave.
 - Your Pregnancy Leave may begin no more than 8 weeks prior to your due date (the latest it can start is when you give birth) and cannot end later than 17 weeks after the birth.
 - Parental Leave allows for 35 weeks of EI payments. This Leave can be taken by either the birth-mother or any parent whose name is on the birth/adoption certificate (partner of birth-mother or adoptive parent) or shared between the two parents. If taken by the birth-mother then it must be taken immediately after the end of the pregnancy leave and there is no new waiting period.
2. The **provincial** legislation provides the rules for leaves from work (while keeping your job).
 - As parents, you are to be provided a leave for the length of the Pregnancy and/or Parental Leave and return to your former position.
3. The **Collective Agreement** provides the amount of top-up above the basic EI funds that will be paid to Teachers, local timelines for informing the Board and it includes a provision for an extended leave.
 - If you are the birth mother, you will be paid 100% of your salary for the first 6 weeks following birth. After this 6 weeks, your EI payments will be topped up to 60% of that salary for eleven (11) weeks.
 - The Board will top-up the EI payment to 60% of salary for 15 weeks for Parental Leave. If the parent who is not the birth-mother takes this leave or any part, they will be topped-up for an additional two (2) weeks to a total of 17 weeks of top-up (1 week waiting period plus another due to reduction in waiting period), provided the parent is covered by our Collective Agreement.
 - You may also use sick leave before the birth of your child, if needed.

When You Become Pregnant

- Visit the [Service Canada website](https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html) <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html> (or visit the office in Frontenac Mall) to get background information on Employment Insurance (EI) benefits (Federal) for Pregnancy (Maternity) and Parental Leave. Check to ensure that you will be covered by EI. Also, you can visit the [Ontario Ministry of Labour](https://www.ontario.ca/document/your-guide-employment-standards-act/pregnancy-and-parental-leave) website <https://www.ontario.ca/document/your-guide-employment-standards-act/pregnancy-and-parental-leave> to get information about the Pregnancy and Parental Leave Programs under the *Employment Standards Act* (Provincial).
- Read Article 27- Pregnancy and Parental Leave- of our Collective Agreement so you are aware of the coverage and timelines for notification. If applicable, check out your partner's plan at their place of work.

- Get a medical certificate stating that you are pregnant and the expected date of delivery. This can be from your doctor or midwife.

Beginning Pregnancy Leave

- At least 2 weeks before commencing your leave, write a letter advising the Superintendent of Human Resources, Andre Labrie, that you wish to begin a Pregnancy Leave. Give specific commencement and return dates. Include your medical certificate stating expected date of delivery. The sooner you do this, the sooner the paperwork can be done by the Board. Please send a copy of your letter to your Principal, Paula Medeiros at the Board Office and the District Officer, Joan Jardin.

Remember that it is easier to extend a leave than to return early from a leave. It is advised to get the latest estimated date of delivery as it keeps more options open to you to work longer before the birth. Remember that pregnancy leave starts no later than at the birth of your child regardless of your predicted due date. Also, EI is only paid out in full weeks so make the due date on a Monday, if possible.

- Once your letter has been received by the Board, Kim Wilson will notify OTIP of your leave and send you information regarding continuation of your LTD. You will need to respond by completing and returning the forms regarding continuation of LTD. OTIP will contact you with information about continuation of your other benefits. You are able to keep on the benefits plan for the first year as if you were still working (pay 6%) but you need to ensure payments come directly from your account to OTIP. You may arrange to pay for your Ontario Teachers' Pension Plan (OTPP) if you wish to continue contributing while on leave.

Beware of timelines: You must add your new dependent to your benefit plan no later than 30 days after the birth of your child or you will have to do additional tasks to get them added.

- A Record of Employment (RoE) statement will be completed by the Board and sent electronically to E.I. **with a paper copy to you** with your last pay prior to your leave. Your last pay will include any payout from the Board of monies earned and not yet paid (pay withheld for the summer months).
- After the Record of Employment (RoE) has been sent to EI, you may apply for the EI benefits. You may need to have some identification, salary information, and, if the other parent will be taking Parental Leave, their S.I.N.
- You need to present proof of your first EI benefits payment to the Board (Tracey Cooley at the Board Office) in order to receive Supplementary Employment Benefits (SEB or top-up).
- After delivery, the first six (6) weeks will be topped up to 100% of your salary.
- For the following eleven (11) weeks of Pregnancy Leave you will be topped-up to 60 % of your weekly salary (not your smoothed salary).

While on Pregnancy/Parental Leave

If you decide to change your return date, you must let the Board know in writing at least 4 weeks before the new return date or original return date, whichever is earlier.

Whether or not you change your return date, the Board will request that you send a letter confirming your return date at least 4 weeks before your return. It would be helpful to inform the Board as soon as you have made your decision on when to return.

Pay and Time Lines

Pregnancy Leave Article 27	First 6 weeks after birth	<ul style="list-style-type: none">Teacher is paid 100% of teacher's regular weekly salary Board pays full amount for 1 week and tops up EI for 5 weeks
	next 11 weeks	<ul style="list-style-type: none">Teacher is paid 60% of her regular weekly salary Board pays the difference between 60% of weekly salary and what the Teacher receives from EI.
Parental Leave (can be shared with other parent)	next 15 weeks	<ul style="list-style-type: none">Teacher is paid 60% of their regular weekly salary Board pays the difference between 60% of weekly salary and EI benefits
	2 weeks	<ul style="list-style-type: none">Teacher is paid 60% of their regular weekly salary IF they are not the birth-mother (1 week waiting period plus another due to reduction in waiting period)
	next 25 weeks	<ul style="list-style-type: none">Teacher is paid only the EI payment (no SUB or top-up) (55% average weekly salary, approximately \$470)
Extended Parenting Leave	up to 3 years excluding the school year of birth	<ul style="list-style-type: none">no benefits unless you pay for themright to return to previous teaching position at the end of the leave

If you have any questions, please contact one of the following:

Joan Jardin, District Officer, OSSTF
Limestone District 27
613-546-6985
Joan.jardin@d27.osstf.ca

Paula Medeiros, Secondary Staffing
Coordinator Board Office
613-544-6925 x 244
medeirosp@limestone.on.ca

Revised: October 2017