

Pregnancy/Parental Leave Checklist Teachers' Bargaining Unit Members

When You Become Pregnant

- Visit the Canada Employment Office or go to the Human Resources Development Canada website www.hrdc-drhc.gc.ca 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 website www.gov.on.ca/LAB to get information about the Pregnancy and Parental Leave Programs under the *Employment Standards Act* (Provincial).
- Find out about the Board's Pregnancy/Parental/Parenting Leave by reading Article 24 of the Collective Agreement. If applicable, you may also want to check out your partner's plan at his/her 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 Pregnancy Leave. Give specific commencement and return dates**. Include your medical certificate stating expected date of delivery. (it is cleaner if this date is at the beginning or end of a work week) 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 and the District Officer, Teresa Marrello.**

*Pregnancy Leave may begin up to 17 weeks before the expected date of delivery, but must begin no later than the date the baby is born.

**Remember that it is easier to extend a leave than to return early from a leave.

- Once your letter is received by the Board, Kim Wilson will send you information regarding your pay and Board benefits. You will need to respond by completing and returning the forms regarding continuation of benefits. The Board continues to pay all benefits they normally pay for, but you must arrange to pay for Long Term Disability (LTD) and the Teachers' Pension Plan (TPP) if you wish to continue these while on leave. **Beware of timelines: You may add a new dependent to your benefit plan automatically if done within 30 days after the birth of your child.**
- A Record of Employment 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).
- When you receive your Record of Employment you may apply for the EI benefits at the Canada Employment Centre or online at www.hrdc-drhc.gc.ca. Do this **promptly** after receiving your Record of Employment. To apply for EI in person, you must have your Record of Employment, Identification, and salary information. Also, if the other parent will be taking Parental Leave, you will need their S.I.N.
- You cannot receive Supplementary Employment Benefits (SEB or top-up) from the Board until you present your first pay stub for your first EI benefits payment. Send this to Gayle Dixon in payroll at the Education Centre.

Using Post-Partum Recovery or Sick Leave

- If you have sufficient accumulated sick leave, you may claim up to 30 sick days at the start of your Pregnancy Leave (post-partum recovery), for which you will be paid full salary, without any medical documentation. To do this, after giving

birth, write a letter to Paula Medeiros at the Board Office stating your baby's date of birth and that you wish to use **up to 30 sick days** (sick days will only be paid for **regular school days** see below).

- If you have further accumulated sick days, you may take additional sick leave if you have medical evidence (doctor's note indicating you need further time to recover from the pregnancy/delivery). Again, you would be paid full salary during such sick leave.
- If you prefer not to access your accumulated sick leave or if you don't have enough accumulated, and if you are eligible for EI benefits, you may opt for a 6-week pregnancy leave SUB top-up through EI. Unlike the regular SUB plan for Pregnancy Leave, the weeks of post partum recovery would be the equivalent of your full salary. To do this, after giving birth, write a letter to Paula Medeiros at the board office stating your baby's date of birth and that you wish to access the 6 week top-up. Use of sick leave or the EI plan with the top-up is part of the 17 weeks of Pregnancy Leave

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.

Benefits and Time Lines

Pregnancy Leave Article 24	first 2 weeks waiting period	<ul style="list-style-type: none"> • no EI benefits • Board pays 100% of teacher's weekly salary • Board pays annual salary/40 x 0.6
	next 4 weeks	
	next 11 weeks	<ul style="list-style-type: none"> • EI benefits • Board pays the difference between 100% of weekly teaching wage and EI benefits (SUB or top-up) for the remainder of the post-partum recovery period (6 weeks) and 60% for the remainder (only if you do not use sick days) Salary/40 x .6 = 60% of your weekly salary
Parental Leave (can be shared with other parent)	next 15 weeks	<ul style="list-style-type: none"> • EI benefits • Board pays the difference between 60% of weekly salary and EI benefits
	next 25 weeks	<ul style="list-style-type: none"> • Benefits only (no SUB or top-up) (55% average weekly salary up to \$468/wk)
Extended Parenting Leave	up to 3 years excluding the academic year in which birth occurred	<ul style="list-style-type: none"> • no benefits unless you pay for them • right to return to previous teaching position if leave is 2 years or less

Helpful Information:

Limestone District School Board

Postal Bag 610, 220 Portsmouth Avenue
Kingston, ON K7L 4X4
Phone: 613-544-6925

**Paula Medeiros,
Secondary Staffing Coordinator, x 244**

**Kim Wilson,
Information and Benefits Technician, x 264**

**Gayle Dixon, Payroll Clerk, x 297
You can FAX your EI pay stubs
(613- 544-7501)**

Canada Employment Centres

P.O. Box 210
299 Concession Street
Kingston, ON K7L 9Z9
Phone: 613-545-8559

2 Dairy Avenue
Napanea, ON K7R 3T1
Phone: 613-354-3367

**Employment Insurance Help
Line:
1 (800) 206-7218**

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

**Teresa Marrello, District Officer, OSSTF Limestone District 27
(613-546-6985) or email officer@kingston.net**

**Paula Medeiros, Secondary Staffing Coordinator
Board Office (613-544-6925, x 244).**

Revised: OCTOBER 2011