

CHECKLIST
Pregnancy/Short Term Parental Leave
Instructors' 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 19 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.

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. 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.
 - ** When considering a return date, remember that it is easier to extend a leave than to return early from a leave.
- Once your letter is received by the Board, 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 your share of premiums, such as Long Term Disability (LTD) (**Recommended**) and your pension plan (TPP or OMERS), 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 to you with your last pay prior to your leave.
- 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 (SUB or "top-up") from the Board until you provide verification of your approved Employment Insurance claim and waiting period served. Send proof of the above to Gayle Dixon in Payroll in the Payroll Department.

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 Debbie Cadue 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 Debbie Cadue 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

- Remember that the Board does not pay “top-up” for a week which falls outside of your normal employment period (Summer Break, December Break, Mid-Winter Break), however, you continue to receive EI.
- 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	first 2 weeks “waiting period”	<ul style="list-style-type: none"> ▶ no EI benefits ▶ Board pays 100% of weekly salary/wage for (first two weeks of the post partum recovery period)
	next 15 weeks	<ul style="list-style-type: none"> ▶ EI benefits ▶ Board pays the difference between 100% of weekly salary/wages and EI benefits (SUB or “top-up”) for the remainder of the post-partum recovery period (4weeks) and 60% for the remaining 11 weeks (only if you do not use sick days) ▶ ESL: 60% of (daily rate/6) x (# hours/week) ▶ Literacy: 60 % of (bi-weekly pay ÷ 2)
Short Term 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 wage and EI benefits** ▶ **An employee who receives SUB under Pregnancy Leave is not entitled to further SUB under Parental Leave Provisions
	next 25 weeks	<ul style="list-style-type: none"> ▶ EI benefits only (no SUB or “top-up”)
Extended Parenting Leave	up to 3 years excluding the academic year in which birth occurred	<ul style="list-style-type: none"> ▶ no benefits ▶ right to return to previous position

Helpful Information:

<p>Limestone District School Board Postal Bag 610, 220 Portsmouth Avenue Kingston K7L 4X4 Phone: 544-6925</p> <p>Debbie Cadue, Support Staff Technician, x 263 Kim Wilson, Benefits Technician, x 264 Gayle Dixon, Payroll Clerk, x 297</p> <p>You can fax EI pay stubs to Gayle Dixon at 613-544-7501</p>	<p>Canada Employment Centres</p> <p>P.O. Box 210, 299 Concession Street Kingston K7L 9Z9 Phone: 613-545-8559</p> <p>2 Dairy Avenue Napanee K7R 3T1 Phone: 613-354-3367</p> <p>Employment Insurance Help Line: 1 (800) 206-7218</p>
--	---

If you have any questions, please contact

Teresa Marrello at the District Office
phone: 546-6985
email officer@kingston.net

OR

Debbie Cadue at the Board Office
phone: 544-6925, x 263