

Pregnancy/Parental Leave CHECKLIST  
PSSP 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](http://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](http://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 Leave by reading Articles 15 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 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, Debbie Cadue 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)(**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 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 (i.e. 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](http://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 Elizabeth Turcotte 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 a Member's normal employment period (summer holidays, December Break, March Break), however, you continue to receive EI. This exclusion clause related to December Break and Mid-Winter Break does not apply to those members who are entitled to vacation credits.
- 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 15	first 2 weeks "waiting period"	<ul style="list-style-type: none"> <li>■ no EI benefits</li> <li>■ Board pays 100% of weekly wage</li> </ul>
	next 15 weeks	<ul style="list-style-type: none"> <li>■ EI benefits</li> <li>■ Board pays the difference between 100% of weekly wage and EI benefits (SUB or top-up) for the remainder of the post-partum recovery period (6 weeks) and 60% for the remaining 11 weeks (only if you do not use sick days)</li> </ul>
Parental Leave (can be shared with other parent)	next 15 weeks	<ul style="list-style-type: none"> <li>■ EI benefits</li> <li>■ Board pays the difference between 60% of weekly salary and EI benefits (however, you are <u>not</u> entitled to further SUB or top-up under the Parental Leave provisions <u>if</u> you received SUB under Pregnancy Leave)</li> </ul>
	next 25 weeks	<ul style="list-style-type: none"> <li>■ EI Benefits only (no SUB or top-up) (55% average weekly salary up to \$413/wk)</li> </ul>
Extended Parenting Leave	up to 2 years excluding the academic year in which birth occurred	<ul style="list-style-type: none"> <li>■ no EI benefits</li> <li>■ right to return to previous position if leave is 2 years or less</li> </ul>

## Helpful Information:

### Limestone District School Board

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

**Debbie Cadue,**  
Support Staff Coordinator, x 263

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

Elizabeth Turcotte, Payroll Clerk, x 241  
You can FAX your EI pay stubs to Elizabeth at  
(613- 544-7501)

### Canada Employment Centres

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

2 Dairy Avenue  
Napanee K7R 3T1  
Phone: 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,** OR  
**OSSTF Limestone District 27**  
**(613-546-6985) or email [officer@kingston.net](mailto:officer@kingston.net)**

**Debbie Cadue, Support Staff Coordinator,**  
**Board Office (544-6925, x 263).**