

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.hrhc-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 27 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.
 - ** 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) (**recommended**) 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 (without the need for a medical) 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.hrhc-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.
- In order to be eligible for Supplementary Employment Benefits (SUB or top-up) from the Board, you must present proof of the waiting period served and the first payment received from EI as soon as possible but not later than the end of the period of regular pregnancy and/or parental leave. Send your EI pay stub as proof to Vicky Yeomans in Payroll at the Board Office.

Using Presumptive Period of 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**).
- 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 (30 days) Presumptive Period of Recovery 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. This Presumptive Period of Recovery Leave SUB top up will **only be payable for those days during the six week period which fall on regular school days.**
- 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

- In order to receive top-up payments from the Board, you must send proof of waiting period served and your first EI pay stub to Vicky Yeomans at the Board Office. The Board does not pay top up during the period of presumptive recovery (1st six weeks) if those weeks fall outside of a normal employment period (summer holidays, Winter Break, March Break); however, you continue to receive EI. The Board does

Pregnancy/Parental Leave Checklist

Teachers' Bargaining Unit Members

pay top-up for the remainder of the 17 weeks of pregnancy leave even if they fall outside of normal employment periods.

- 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 27	first 2 weeks waiting period	<ul style="list-style-type: none"> • no EI benefits • Board pays 100% of teacher's weekly salary (annual salary/194)x5 x 0.6 (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 teaching wage and EI benefits (SUB or top-up) for the remainder of the post-partum recovery period (4 weeks) and 60% for the remaining 11 weeks (only if you do not use sick days) calculated as 1/40 of the Teacher's annual 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 20 weeks	<ul style="list-style-type: none"> • EI Benefits only (no SUB or top-up) (55% average weekly salary up to \$413/wk)
Extended Parenting Leave	up to 3 years excluding the academic year in which birth occurred	<ul style="list-style-type: none"> • No EI benefits • right to return to previous teaching position if leave is 2 years or less

** Both Parents can split the parental leave. There are 52 weeks leave total—17 pregnancy and 35 parental. The Board tops up for 17 weeks of pregnancy leave (includes the 30 days of Presumptive Period of Recovery) and 15 weeks parental for a total of 32 weeks of top up for mom and up to 15 only for the other parent.

The District Officer recommends that you maintain your Long Term Disability coverage while on Pregnancy and/or Parental Leave.

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, ext 244

Kim Wilson
 Benefits Technician, ext 264

Vicky Yeomans, Payroll Clerk, ext 241
 You can FAX your EI Payroll Stubs to
 613- 544-7501

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

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

Employment Insurance Help Line:
 1 (800) 206-72

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
 Limestone District School Board
 Phone: 613-544-6925, ext 244