

PARENTAL LEAVE WORKSHOP

2020-2021



The booklet provided will help to answer many questions you may have; Table of contents on page 2 will help you find information that you are looking for

Page 2 also provides contact information for some of the organizations that you may need to be in touch with prior to and during your leave

INFORMATION AND ADVICE

LEAVE ENTITLEMENTS, EI, AND SEB TOP-UP (PAGES 3 TO 7)



section for the birth mother and another section for the father/partner/adoptive parent



New leave extension for parents who are planning on sharing the parental leave; extra 5 weeks if taking a 12-month parental leave, extra 8 weeks if taking 18-month parental leave ([call service Canada](#) to enquire about the specifics of the leave extension)

KEY POINTS



Birth mother

Pregnancy Leave – 17 weeks
Parental Leave – 61 weeks, after
pregnancy leave ends



Father/Partner/Adoptive Parent

Parental Leave – 63 weeks
Paternal leave around birth date – 2 days,
not deducted from sick bank

E.I. BENEFITS

Must work 600 hours in 52-week period (75 days for a full-time teacher as they accumulate 8 insurable hours per day worked)

Maternity benefits payment may begin up to 12 weeks before a child is born

You cannot receive EI maternity benefits more than 17 weeks after the week you were expected to give birth OR the week you actually gave birth, whichever is later

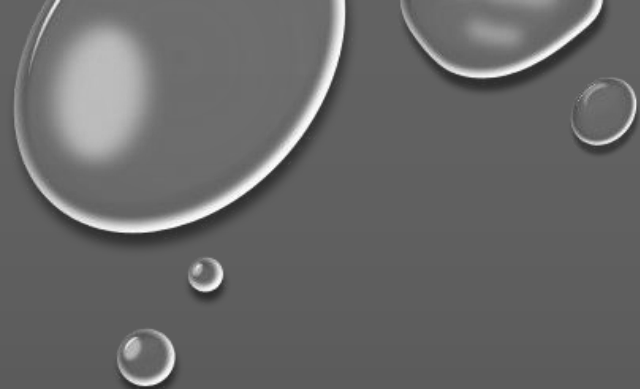
When the actual date of birth is different from the expected date of birth (DOB), you must let Service Canada know the child's actual DOB as soon as possible

- HUMAN RESOURCES CANADA (HRDC) WILL PROVIDE MATERNITY BENEFITS TO A BIRTH MOTHER FOR A MAXIMUM PERIOD OF 15 WEEKS
- TWO TYPES OF PARENTAL BENEFITS (ONE MUST BE SELECTED):
 - STANDARD:
 - CAN BE PAID WITHIN A 52 WEEK-PERIOD AFTER THE WEEK THE CHILD IS BORN OR PLACED FOR THE PURPOSE OF ADOPTION
 - BENEFITS ARE PAID FOR A MAXIMUM OF 35 WEEKS AT A WEEKLY BENEFIT RATE OF 55% OF YOUR AVERAGE WEEKLY INSURABLE EARNINGS, UP TO A MAXIMUM AMOUNT
 - EXTENDED:
 - CAN BE PAID WITHIN A 78-WEEK PERIOD AFTER THE WEEK THE CHILD IS BORN OR PLACED FOR THE PURPOSE OF ADOPTION
 - BENEFITS ARE PAID FOR A MAXIMUM OF 61 WEEKS AT A WEEKLY BENEFIT RATE OF 33% OF YOUR AVERAGE WEEKLY INSURABLE EARNINGS, UP TO A MAXIMUM AMOUNT

E.I. PAY

Under the standard parental benefits option, the rate is 55% of your average weekly insurable earnings up to a maximum of \$595 per week.

Under the extended parental benefits option, the rate is 33% of your average weekly insurable earnings up to a maximum of \$357 per week.



NOTICE
REQUIREMENTS
AND
COLLECTIVE
AGREEMENT
ENTITLEMENTS
(PAGES 7 TO 9)

- **YOU ARE REQUIRED TO GIVE TWO (2) WEEKS NOTICE FOR PREGNANCY OR PARENTAL LEAVE**
 - THERE ARE EXCEPTIONS OF CIRCUMSTANCES WHERE THERE ARE COMPLICATIONS DUE TO PREGNANCY OR WHERE THE BIRTH (STILL BIRTH OR MISCARRIAGE) OCCURS EARLIER THAN THE EXPECTED DATE OF BIRTH OR WHERE THE CHILD COMES INTO CUSTODY, CARE, AND CONTROL FOR THE FIRST TIME SOONER THAN EXPECTED
- GIVING FOUR (4) WEEKS NOTICE WILL ENSURE THAT THE HWDSB HAS ALL THE NECESSARY PAPERWORK FOR YOUR E.I. APPLICATION
- TO CHANGE THE DATE TO AN EARLIER OR LATER DATE FOR BEGINNING A PREGNANCY OR PARENTAL LEAVE, AT LEAST 2 WEEKS WRITTEN NOTICE OF THE DATE MUST BE PROVIDED
- TO CHANGE THE DATE TO AN EARLIER OR LATER DATE FOR ENDING A PREGNANCY OR PARENTAL LEAVE, AT LEAST 4 WEEKS WRITTEN NOTICE OF THE DATE MUST BE PROVIDED

COLLECTIVE AGREEMENT ENTITLEMENTS

Supplemental Employment Benefits (SEB)

- 8 weeks top-up to full salary
- Contact Patti MacArthur for more information

Extended Leaves of Absence

- Up to 2 years; unpaid

Voluntary Timetable Reduction

- Forms due April 1 and November 1

REMEMBER!

There are financial considerations for extended leaves and VTRs

- Pay
- Pension
- Benefits

LTD benefits can be paid

- There is no longer an applicable “pre-existing clause” requiring you to continue LTD payments if you choose not to

During your Pregnancy/Parental Leave or Extended Leave of Absence you must make arrangements with the Ontario College of Teachers to pay your annual fees

- Fees can be paid in January and are due no later than April
- Fees are currently \$170

SICK LEAVE ENTITLEMENTS (PAGE 10)



Can be used before the birth of the baby if there are medical complications; this is a choice



Can be used after the birth of the baby, if you do not qualify for E.I.



Note: it is against the law for an employer to make a woman start pregnancy leave early because of sickness, or if her pregnancy limits the type of work that she can do. Also, a woman should not be pressured into going off work before she is ready to do so because of pregnancy.

TEACHER'S PENSION PLAN CONTRIBUTIONS AND YOUR PAYCHEQUE & BENEFITS (PAGES 11 TO 14)

Important section to read as it can affect your eligible retirement date and/or eligible pension payments upon retirement

It can also be a considerable amount of money; e.g. top of grid with headship allowance for 2019-20 school year pension paid was almost \$11 400!

The employee life and health trust (ELHT) covers the premiums for the period of your statutory leave for basic life and AD&D benefits just as it did as when you were not on leave. (i.e. you will continue to pay the 6% premium share for extended health and dental along with additional premiums optional life and AD&D. OTIP will contact you early in your leave

APPLICATION PROCESS FOR YOUR LEAVE OF ABSENCE AND E.I. CLAIM (PAGES 15-16)



Send a letter or email to Danielle Meville, Human Resources. This should include:

A medical certificate stating the expected date of birth

The date you wish to begin your leave, and the date you wish to return to work

There are sample letters to assist you



You may choose to inform your Principal



Payroll will issue a Record of Employment (ROE) for E.I. Electronically to Service Canada once your leave begins. Apply for pregnancy/parental leave E.I. You can do this online at www.servicecanada.gc.ca or in person

PREGNANCY/PARENTAL LEAVE CHECKLIST AND FORMS



Checklist Provided on page 17



Sample letters requesting leave provided
on pages 20-24 for various scenarios

FIFTHS DISEASE AND CHICKEN POX

Both Fifth Disease and Chicken Pox can be diseases that are harmful to children in utero if the mother is not immune to them. Talk to your doctor about processes for testing for immunity and/or your risk during pregnancy.

Notifications for both diseases should be available if a student has notified the school of their affliction with either condition.

FERTILITY TREATMENTS



Our OTIP benefits has a lifetime cap of \$18 000



This only covers the cost of drugs, not the process, tests, storage, etc



Ask for the DIN#s so that you can check with OTIP first to make sure the drugs being proscribed are covered



Fertility clinics' internal pharmacies may overcharge, but generally will eat the cost (check with them first)



There is a government subsidy program available that clinics can explain in more detail

The image features a light gray gradient background. In the top-left and bottom-right corners, there are clusters of realistic, 3D-rendered water droplets of various sizes, some overlapping. The word "QUESTIONS?" is centered on the page in a bold, black, sans-serif font.

QUESTIONS?