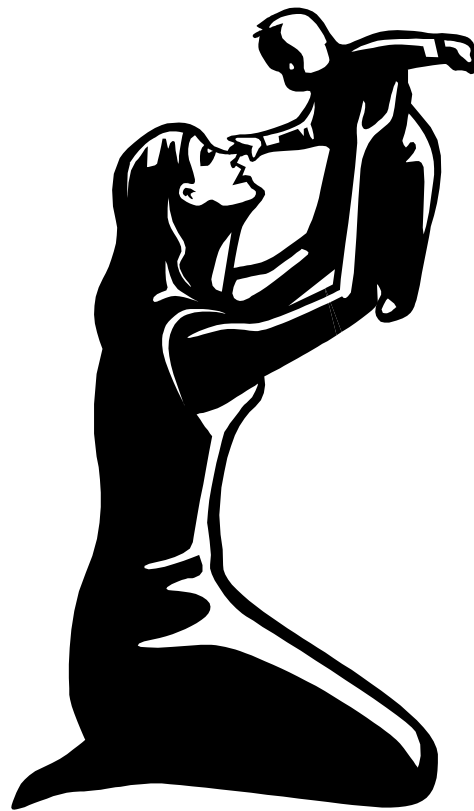




OSSTF DISTRICT 21 TEACHERS' UNIT

PREGNANCY/PARENTAL LEAVES



AN INFORMATION PACKAGE FOR TEACHERS

April 2021

TABLE OF CONTENTS

Introduction and Important Contact Information	3
Leave Entitlements	4
• For the Birth Mother	
• For the Father/Partner/Adoptive Parent	
Employment Insurance Benefits	5
Notice Requirements	7
• Notifying the HWDSB to Begin a Leave	
• Notice to Change a Leave Period	
Collective Agreement Entitlements	8-9
• Supplemental Employment Benefits (SEB)	
• Extended Leaves of Absence	
• Voluntary Timetable Reduction	
Sick Leave Entitlements	10
Teacher's Pension Plan Contributions	11
Grid Placement/Seniority/Your Pay	12
Salary Grid Indicating Overpayment/Underpayment	13
Benefits	14
Ontario Teacher's Insurance Plan and Long-Term Disability	14
Application Process for Leaves and E.I.	15-16
Pregnancy/Parental Leave Checklist	17
Types of Leaves and Your Collective Agreement: Chart	18
Chart Summary of E.I. and Employment Standards Act	19
Sample Letters	20-24
Important Information on Fifth Disease	25-26

Introduction

Congratulations as you anticipate a new addition to your family! This package is intended to assist you in preparing for pregnancy/parental leave. Hopefully, it will answer many of your questions. However, if you need further information do not hesitate to call us at the District 21 Office. We are here to protect your family's interests!

It is strongly recommended that you keep a complete record of arrangements made and documents submitted, including proof of the date submitted. You might need this verification in the future.

Where to Get Information

District 21 Office	905-574-8285
H.W.D.S.B.	905-527-5092
	Payroll ext. 2226 (Perm. Teachers) ext. 2225 (Occ. Teachers)
OTIP (Benefits)	1-866-783-6847 (Plan #: 0205001)
Ontario Teacher's Pension Plan Board	1-800-668-0105 www.otpp.com (have SIN# handy when you call)
Service Canada (Employment Insurance)	905-572-2211 www.servicecanada.gc.ca
Ontario College of Teachers	1-888-534-2222 www.oct.on.ca

Leave Entitlements

The rights to pregnancy/parental leave are set out in the *Provincial Employment Standards Act*. Your negotiated Collective Agreement (see Article L8.0) also outlines and protects Pregnancy, Parental, and Paternity Leave. The following is a summary of these entitlements.

For the Birth Mother

Pregnancy Leave---**17 weeks** pregnancy leave to begin no earlier than seventeen weeks before the expected birth date. Although you may begin your leave at 17 weeks prior to delivery, you will not be eligible for E. I. Benefits until 8 weeks before the birth of your child.

Parental Leave--- up to **61 weeks** parental leave to begin when the pregnancy leave ends unless the child has not yet come into custody, care and control for the first time.

For the Father/Partner/Adoptive Parent

Parental Leave— **63 weeks** (1 week waiting period plus **62 weeks** parental leave) to begin no later than **78 weeks** after the child is born or comes into custody, care and control for the first time.

Paternal Leave (around the birth of a baby) - under the OSSTF Collective Agreement Article L8.21, paternal leave is two days, upon written request. These days are given for the day of birth, the day of hospital release, or when the child comes into care and custody. These two days are **not** deducted from the member's sick leave account.

Note: There are new **leave extensions** 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).

Employment Insurance Benefits (E.I.)

In order to qualify for benefits, the Employment Insurance Act requires that you must have at least 600 hours of insurable employment in the 52-week period preceding the birth of a child. For a full-time teacher, this translates to 75 working days. A full-time teacher accumulates 8 insurable hours per day worked.

When does my E.I. claim begin?

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.

If your newborn is hospitalized, the 17-week timeframe can be extended by the number of weeks your child is in the hospital, up to 52 weeks after the date of birth.

A claim for parental benefits must start no later than **52 weeks** (Standard parental benefits option) or **78 weeks** (Extended parental benefits option) after the baby is born or comes into your care.

What is my entitlement to maternity benefits?

Human Resources Canada (HRDC) will provide maternity benefits to a birth mother for a maximum period of **15 weeks**.

If your baby is hospitalized, then the 15-week limit can be extended for every week your child is in the hospital up to 52 weeks — following the week of the child's birth. You will still receive benefits for a maximum of 15 weeks, but payments can be delayed until your child comes home.

What is my entitlement to parental benefits?

When applying, you will have to select under which option you choose to claim EI parental benefits: standard or extended.

Standard parental benefits can be paid within a 52 week-period after the week the child is born or placed for the purpose of adoption. The 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 parental benefits can be paid within a 78-week period after the week the child is born or placed for the purpose of adoption. The 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.

How much will I get from E. I.?

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 earning up to a maximum of \$357 per week.

Permanent Teachers

- There is no change to Maternity Benefits for permanent members. Our contract remains the same with 8 weeks of top up to 100%. One difference is that you do not need to qualify for EI in order to receive Maternity top-up; if you can't collect EI, the Board will pay out 8 weeks of FULL salary and not just the top up portion.
- For a complete review of the benefit provided please go to Article L8.0 of the Collective Agreement.
- Permanent Teachers that are listed as redundant and are placed into a Long-Term Occasional Assignments are also eligible for the Maternity Top Up.

Continuing Education Teachers

- Permanent, day school Continuing Education teachers are entitled to the same benefits listed under Article L8.0 of the Collective Agreement.
- Maternity top-up is also provided for Continuing Education Teachers provided that they are full time employees (defined as working greater than 24 hours per week).

Occasional Teachers

- Occasional Teachers are also entitled to 8 weeks of full salary, provided they are in a long-term assignment.
- The length of this benefit is limited by the term of the assignment. For this reason, it is very important that the Board provides OTs with a contract outlining the expected end date of the assignment.

Support Staff

- Qualify for 8 weeks top-up if the job is over 24 hours a week.

Notice Requirements

Notifying the HWDSB To Begin a Leave

For Pregnancy Leave:

- You are required by law to provide a minimum of 2 weeks written notice of the date your leave will begin. However, giving 4 weeks notice will ensure that the Board has all the necessary paperwork for E. I. Application ready for your claim.
- The written notification must include a certificate from a legally qualified medical practitioner stating the expected date of birth.
- The minimum notice does not apply where there are complications due to pregnancy or where the birth (still birth or miscarriage) occurs earlier than the expected date of birth.

For Parental Leave:

- You are required to provide at least **2 weeks** written notice of the date the leave is to begin.
- Minimum notice does not apply where the child comes into custody, care and control for the first time sooner than expected.

Notice to Change a Leave Period

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

Your collective agreement includes provisions affecting pregnancy and parental leave.

1. Supplemental Employment Benefits (SEB)

Article L8.09 (b) and **Article C8.1 (g)-(j)** states that the Board will provide a SEB plan to top up E.I. benefits. It guarantees that you shall receive 100% salary for a period not to exceed 8 weeks provided the period fall within the school year and during a period for which the teacher would normally be paid. The SEB Plan pay will be the difference between the gross amount the teacher receives from E.I. and their regular pay. Please contact Patti MacArthur at the Board for more information about the SEB plan. *(Please note that only birth mothers are eligible for pregnancy leave, therefore only birth mothers will receive 8 weeks of SEB.)*

Members who get top-up in the summer will receive payments for the amount, as part of the regular payroll process.

2. Extended Leaves of Absence

Article L8.20 indicates that upon application to the Board you are entitled to an extended parental leave of another **2 years**, under the **General Leave Plan, Articles L7.07 to L7.09**. Note that, however, this will be an unpaid leave of absence. Thus, you must pay the **full cost** of all your benefits during this period, or they will be cancelled for the duration of this leave.

To maintain LTD, you will also have to continue to pay premiums. If you choose not to, you could be subject to the “pre-existing clause” upon your return to work. Questions regarding OTIP LTD coverage can be directed to the OTIP.

Article L9.01 outlines the rights of teachers returning from leaves. Teachers that return to work within three years or less of the original leave will be considered part of the staff at the school at which they last worked. Teachers that return to work after three years will become a system responsibility and be available for placement. Teachers that hold a position of responsibility (i.e., headship) will have to relinquish this position if they extend the **general leave portion** of their total leave beyond 2 years.

3. Voluntary Timetable Reduction

Article L7.35 to L7.40 outlines the right of a teacher to request a reduced timetable. Note, however, that salary, benefits, and sick leave allowance will be pro-rated depending on how many classes you teach over the school year. It is also important to note that such a request must be made in writing (the form is located in the Employee WebPortal) no later than **April 1st** for the following school year and **November 1st** for the second semester. Teachers that are on a voluntary timetable reduction will be automatically returned to full-time status at the end of the semester unless another written application for voluntary timetable reduction is made.

Special note: taking a reduced timetable will affect the amount of teacher pension you will receive when you retire. It is important to consider this when making the decision to teach part-time.

Remember that 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.

Sick Leave Entitlements

When can I use sick leave?

1. You can use sick time before the birth of your baby.

Article L8.05 of your Collective Agreement allows you to use sick time prior to your statutory leave if there are medical complications surrounding your pregnancy. In order to access these sick days, you must provide the Board with a medical certificate from your doctor. In such a case it is your choice whether to use sick time or to begin your 17 weeks of pregnancy leave. Refer to **Article L8.06** for more information.

2 You can use sick time after the birth of a baby, if you do not qualify for E.I.

Recent court rulings support your entitlement to use sick leave with pay following the birth of your baby. You may wish to access this sick time if you do not qualify for E.I, and therefore cannot access the Board's Supplemental Employee Benefits for this 6-week period. Use of sick leave will depend, of course, on the number of banked sick days you currently have.

Note that the use of sick time after birth will not extend your pregnancy leave, which will still be a maximum of 17 weeks. However, your one-week waiting period for E. I. will be included in the six weeks, and the Supplementary Benefits provided by the Board will not apply. You will then be able to receive E. I. payments immediately after the six-week period.

Remember that the due date you submitted to the Board is the date that your pregnancy leave begins, and that sick leave cannot be used until after the birth of the baby. If the baby is late, there will be no sick leave pay until the baby is born. It is therefore advantageous to request that your Doctor records the latest due date possible on the documentation submitted to the Board.

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.

Teacher's Pension Plan Contributions

Why should I continue my contributions?

It may seem expensive to make pension contributions while on leave; however, the financial implications of not doing so are considerable. Remember that it will cost more to purchase the credit later, and that direct payment to a registered pension plan is a tax deduction. You also need to consider that the amount of your pension will be less than it would be with the additional credited service, and it may postpone the date you can retire with an unreduced pension. **It is important to carefully weigh your options before making a decision.**

How do I maintain my Pension Plan Contributions?

Under the Employment Standards Act, the Board will continue to make your pension contributions during your pregnancy and/or parental statutory leaves if you instruct them to do so.

This applies if you have worked 13 or more weeks with the Board. However, you must reimburse the Board for your total pension contributions.

It is important that you determine a payment schedule with the Board to ensure contributions are paid to maintain your pension. The pension department (in Benefits) at the Board will send you everything you need to pay your pension during your leave, or buy it back after the leave.

All contributions for current service and purchases of credit for service after 1989 are fully income tax deductible in the year that they are made.

To contact the Teacher's Pension Plan Board directly, use the contact information on the Introductory page of this booklet.

Grid Placement/Seniority/Your Pay

Article L11.06 (d) ensures that you will not lose advancement on the grid for a statutory pregnancy/parental leave.

Article L20.01 (a) (i) states that you will not lose seniority (your experience credit for seniority on the seniority list) during a statutory pregnancy/parental or extended parental leave.

Your Paycheque

Permanent teachers will be moving to a bi-weekly pay schedule **starting in September 2021**. A **sample** pay schedule is provided below. Note: the dates are approximated and the salary is for Category 4 maximum.

Pay Date	Pay Period (Dates approx.)	Amount (gross)	Cumulative Pay
02-Sep-21	September 1 – September 10	\$ 3,961.50	\$ 3,961.50
16-Sep-21	September 13 – 22	\$ 3,961.50	\$ 7,923.00
30-Sep-21	September 23 -Oct 1	\$ 3,961.50	\$ 11,884.50
14-Oct-21	October 4 – 14	\$ 3,961.50	\$ 15,846.00
28-Oct-21	October 15 – 25	\$ 3,961.50	\$ 19,807.50
11-Nov-21	October 26 – Nov 3	\$ 3,961.50	\$ 23,769.00
25-Nov-21	Nov 4 – 15	\$ 3,961.50	\$ 27,730.50
09-Dec-21	Nov 16 – 25	\$ 3,961.50	\$ 31,692.00
23-Dec-21	Nov 26 – Dec 6	\$ 3,961.50	\$ 35,653.50
06-Jan-22	Dec 7 – Dec 16	\$ 3,961.50	\$ 39,615.00
20-Jan-22	Dec 17 – Jan 11	\$ 3,961.50	\$ 43,576.50
03-Feb-22	Jan 12 – Jan 21	\$ 3,961.50	\$ 47,538.00
17-Feb-22	Jan 24 – Feb 1	\$ 3,961.50	\$ 51,499.50
03-Mar-22	Feb 2 – Feb 11	\$ 3,961.50	\$ 55,461.00
17-Mar-22	Feb 15 – Feb 23	\$ 3,961.50	\$ 59,422.50
31-Mar-22	Feb 24 – Mar 7	\$ 3,961.50	\$ 63,384.00
14-Apr-22	Mar 8 -Mar 23	\$ 3,961.50	\$ 67,345.50
28-Apr-22	Mar 24 – Apr 4	\$ 3,961.50	\$ 71,307.00
12-May-22	Apr 5 – Apr 14	\$ 3,961.50	\$ 75,268.50
26-May-22	Apr 19 – Apr 28	\$ 3,961.50	\$ 79,230.00
09-Jun-22	Apr 29 – May 9	\$ 3,961.50	\$ 83,191.50
23-Jun-22	May 10 -May 19	\$ 3,961.50	\$ 87,153.00
07-Jul-22	May 20 – May 31	\$ 3,961.50	\$ 91,114.50
21-Jul-22	Jun 1 – 10	\$ 3,961.50	\$ 95,076.00
04-Aug-22	Jun 13 – 21	\$ 3,961.50	\$ 99,037.50

18-Aug-22	Jun 22 - 30	\$ 3,961.50	\$ 102,999.00
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Notes:

- 1) that for most of the school year, your pay cheque reflects time previously worked meaning that if you start maternity leave on March 7, 2022, for example, you would still be paid full pay cheques on March 17, 2022 and March 31, 2022 for time worked and then provided 8 weeks top up starting on March 8, 2022, which would be paid on and after April 14, 2022.

- 2) that if you return from parental leave on May 10, 2022, the schedule dictates that you shouldn't get a paycheque until June 23, 2022. However, instead, payroll determines how much total pay you will be entitled to from your return date until the end of June and spreads the amount out over the remaining pay dates. In other words, you should not have to wait until June 23, in this example for a pay cheque, but rather, you should received pay cheques from May until August in equal amounts but less in amount than you would regularly be paid compared to others in the same grid placement. In this example, instead of being paid \$3961.50 per pay from June 23 until August 18, 2022 (a total of \$19,807.50) you would be paid \$2829.64 from May 26 until August 18, 2022 (for the same total pay).

Benefits

The OSSTF 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.

You will continue to pay the 6% premium share for extended health and dental along with any additional premiums due to Optional Life and/or Optional AD&D. OTIP will be in contact with you via Board email (unless you have altered your email settings in your online OTIP account) early on in your Leave.

Ontario Teacher's Insurance Plan (O.T.I.P.) and Your Long-Term Disability Coverage (L.T.D.)

The forms sent to you by the Benefits Department will outline what you must pay to maintain your LTD coverage with OTIP. Should you choose to maintain this coverage, Human Resources will send you an invoice.

Should you decide to discontinue this coverage while you are on leave, you will not be subject to a 'pre-existing clause' as used to be the case.

All questions concerning your OTIP coverage should be directed to OTIP.

Application Process for Your Leave of Absence and E.I. Claim

Leave of Absence with the Board:

1. Send a letter to Danielle Meville, Human Resources. This letter 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 attached to help you with this. They include:

Example A—requests statutory pregnancy leave, statutory parental leave, and 6 weeks of Supplementary Employment Benefits (SEB)

Example B—requests statutory pregnancy leave with SEB (top-up)

Example C—requests parental leave for adoptive parents

Example D—requests parental leave only

Example E—requests an extended leave of absence

Note: It may be advisable to request pregnancy leave separately from parental leave. This allows you to keep your options open in the event that your circumstances change.

2. As a courtesy you may wish to send a copy of the leave request letter to your Principal, and always keep a copy for yourself. *Note that your Principal does not need a copy of the medical certificate.*
3. Remember that you are required by law to provide a minimum of 2 weeks written notice of the date you wish to start your leave. However, it is to your advantage to give a minimum of 4 weeks notice so that the Board can provide you with the necessary paperwork for Employment Insurance when your leave begins.
4. After your last teaching day or sick day paid (provided your leave has been approved by the Board), Payroll will send your Record of Employment (ROE) electronically to Service Canada, which you

can view through your Service Canada Account. You will need this to hand in with the rest of the E.I. forms. E. I. will not process the claim until they have the ROE.

5. If the pregnancy leave is to end on an earlier date than stated in your notice to the Board, 4 weeks' notice of your intent to return to work must be confirmed in a separate letter to the Superintendent of Human Resources (Jamie Nunn) and the Human Resources Staffing Officer (Danielle Meville).
6. Should you move during your leave, you must inform the Board in writing of your new address.

Applying for E. I.

1. Your Record of Employment (ROE) will be sent electronically to Service Canada from the Board (see #4 above.)
2. Apply for pregnancy/parental leave E.I. You can do this online at *www.servicecanada.gc.ca*. Follow the on-screen instructions to complete your application. Alternatively, you can apply at the E. I. computer kiosk at your local E.I. office (Human Resources Development Canada Centre). *A medical certificate for maternity benefits is no longer required.*

Pregnancy/Parental Leave Checklist

BEFORE/WHILE YOU ARE EXPECTING

- () Download the Pregnancy/Paternal Leaves booklet from the District 21 Office website.
- () Research and make phone calls. Find out the best possible options for you and your family regarding length of leave, benefits, pension, etc. You can contact Human Resources Development Canada, the Teacher's Pension Board, the HWDSB, The Ontario College of Teachers, and of course, our office. *It is especially important that you find out if you have the 600 insurable hours required for the collection of EI benefits.*
- () See your doctor (if you are pregnant.) Obtain documentation that states your due date. Also have your doctor test you for immunity to Fifth Disease.
- () See your adoption agency (if you are adopting). Get documentation on when your child will be released into your care.
- () Notify the Board of your pregnancy/parental leave. Attach the appropriate documentation. Sample letters are available in the Pregnancy/Parental Leaves booklet. See the Pregnancy/Parental Leaves booklet for deadlines. **KEEP COPIES OF ALL PAPERWORK.**
- () Return the paperwork that the HWDSB has sent you since they received your Leave Notice. **KEEP COPIES OF ALL PAPERWORK.**
- () Begin your application for EI Benefits. You can do this online at Service Canada, at www.servicecanada.gc.ca. **KEEP COPIES OF ALL PAPERWORK.**

AFTER YOUR CHILD HAS ARRIVED

- () Ensure you ROE gets sent from the HR department of the HWDSB to Service Canada. Keep copies of all documentation with the HWDSB and Service Canada.
- () Notify OTIP (OSSTF Benefit Plan) of your new dependent.
- () Arrange with the College of Teachers to pay your annual fee during the time you are on leave.
- () Ensure that you have arranged with the HWDSB to pay for LTD and Pension contributions, if applicable.
- () Plan ahead if you wish to take an extended leave/reduced timetable. Check your Collective Agreement and this booklet or call the District 21 Office, if necessary.

**TYPES OF LEAVES AND YOUR COLLECTIVE AGREEMENT:
A COMPARISON CHART**

	Deadline for application	Maximum length	How your pay works	Benefits	Pension	Sick days
General Leave	None (following a pregnancy/parental leave); requests will not be unreasonably withheld. Must give 10 weeks notice if you wish to change the date you are coming back. Must have worked at least 2 years with the Board to be granted a leave.	2 years, with option of 1 year extension.	No pay	You must pay 100% of benefits during period of leave	You can purchase pension credit for a full-time leave period only, including during the leave. You have five years from the end of leave to buy back, in one lump sum.	N/A
Teacher-funded leave	On or before Jan. 31 st for the next school year. Teacher must confirm leave request prior to April 1 of the year in which the leave is to occur.	Total of one year within a five-year period (can also be one semester at a time)	Choice: no pay at all for leave period, <u>or</u> percentage of salary is held back during time worked, then paid out during leave.	You must pay 100% of benefits during period of leave	You can purchase pension credit for a full-time leave period only, including during the leave. You have five years from the end of leave to buy back, in one lump sum.	N/A
Voluntary timetable reduction	April 1 st for the next school year; or November 1 st for the 2 nd semester, however, late requests will be considered and not be unreasonably withheld. Must be resubmitted each semester.	Unlimited	Salary is pro-rated according to reduced timetable.	Pro-rated in accordance with timetable reduction	Cannot buy back credit for partial days; will not affect date you can retire, but will affect amount of pension received. (For every year you teach full-time, you earn 2% towards your pension income. For every year you work at 2/3, for example, you would earn 2/3 of 2%.)	Will be pro-rated in the same proportion that the teacher's partial timetable bears to a full timetable. (For example—a 2/3 teacher would be entitled to: -100% sick days: $11 \times 2/3 = 7.3$ days -90% sick days: $120 \times 2/3 = 79$ days

FEDERAL – EMPLOYMENT INSURANCE (EI) Maternity and Parental Benefits		PROVINCIAL – EMPLOYMENT STANDARDS ACT Right to Leave of Absence
Pregnancy	<ul style="list-style-type: none"> • 1 week waiting period. Most District School Boards pay Supplementary Employment Benefits (SEB) for this period • 16 weeks of EI benefits paid • No benefits earlier than 8 weeks before birth or later than 17 weeks after birth 	<ul style="list-style-type: none"> • Up to 17 weeks • May begin no earlier than 17 weeks before the expected date of delivery • Must provide employer with 2 weeks written notice of the date the leave is to begin • Must provide a certificate from a legally qualified practitioner stating expected birth date
Parental	<ul style="list-style-type: none"> • <i>Standard parental benefits:</i> 35 weeks of EI benefits paid for natural or adoptive parent or shared. Must be claimed within a 52 week period after the week the child was born or placed for the purpose of adoption. • <i>Extended parental benefits:</i> 61 week of EI benefits paid for natural or adoptive parent or shared. Must be claimed within a 78-week period after the week the child was born or placed for the purpose of adoption. • No second waiting period if leave is shared between two parents 	<ul style="list-style-type: none"> • Up to 61 weeks for natural mother or 63 weeks for adoptive parent • Natural mother’s leave must follow pregnancy leave • Other parents must begin leave no later than 78 weeks after the child is born or comes into the parent’s care
Conditions	<p>Pregnancy and parental benefits are known as ‘Special Benefits’</p> <ul style="list-style-type: none"> • Must have accumulated 600 hours of insurable earnings in the last 52 weeks (can be with different employers) • The average weekly earnings calculation will be based on the 52 weeks period preceding the filing of the claim • <i>Standard parental benefits:</i> max 51 weeks of combined maternity and parental benefits in a 52-week period • <i>Extended parental benefits:</i> max 77 weeks of combined maternity and parental benefits in a 78-week period • Claimants whose net income exceeds 1.25 x EI maximum annual insurable earnings will have to repay 30% of their EI benefits • The intensity rule which lowers the benefit paid to people who claim more than 20 weeks of EI benefits in a 5-year period does not apply to Special Benefits 	<ul style="list-style-type: none"> • Must have been employed for at least 13 weeks by the same employer • Must give 2 weeks notice before the leave • Must give 4 weeks notice to change the end date of the leave • Employers must continue to pay their share of benefits (<i>in our case, this is done directly through the OSSTF ELHT and not the Board</i>) • Seniority and salary credit continue to accumulate during leave • Redundancy cannot take effect during leave • Reinstatement to position held before leave if it still exists • ‘Parent’ means a natural parent, adoptive parent, and a person in a relationship of some permanence with the natural or adoptive parent who intends to treat the child as his or her own

There are exceptions to these rules if the expectant mother is ill or the baby is hospitalized.

SAMPLE A
Pregnancy and Parental Leave with SEB

Date:

Danielle Meville (Human Resources)
Hamilton-Wentworth District School Board
20 Education Ct., Hamilton, Ontario L9A 0B9

In accordance with the Collective Agreement, Article L8.01, I am writing to request a Statutory Pregnancy Leave beginning _____. The Statutory Pregnancy Leave is to be followed by a Parental Leave (Article L8.11).

As required, please find enclosed a letter from Dr. _____ indicating my expected date of delivery.

I am also requesting the top-up provided for in Article L8.10(b) of the Collective Agreement.

It is my understanding that under the Employment Standards Act, I am entitled to return to my former position, if it still exists, or a comparable position if it does not. Therefore, I look forward to returning to _____ when I return from my leave.

Sincerely,

(your name)

cc. Principal
A copy for your records

(Note: Your Principal does not require a copy of the Doctor's Certificate. This letter requesting top-up is to be used if you are eligible for EI Benefits. If you have not met the E.I. eligibility requirements, see Sample F.)

SAMPLE B
Pregnancy Leave only with SEB

Date:

Danielle Meville (Human Resources)
Hamilton-Wentworth District School Board
20 Education Ct, Hamilton, Ontario L9A 0B9

In accordance with the Collective Agreement, Article L8.01, I am writing to request a Statutory Pregnancy Leave beginning _____.

As required, please find enclosed a letter from Dr. _____ indicating my expected date of delivery.

I am also requesting the top-up provided for in Article L8.10(b) of the Collective Agreement.

It is my understanding that under the Employment Standards Act, I am entitled to return to my former position, if it still exists, or a comparable position if it does not. Therefore, I look forward to returning to _____ when I return.

Sincerely,

(your name)

cc. Principal
A copy for your records

(Note: Your Principal does not require a copy of the Doctor's Certificate.)

SAMPLE C
Parental Leave Only
(For Adoptive Parents)

Date:

Danielle Meville (Human Resources)
Hamilton-Wentworth District School Board
20 Education Ct., Hamilton, Ontario L9A 0B9

In accordance with the Collective Agreement, Article L8.01, I am writing to request a Statutory Parental Leave beginning_____.

As required, please find enclosed a letter from _____ indicating the date of adoption of my child.

It is my understanding that under the Employment Standards Act, I am entitled to return to my former position, if it still exists, or a comparable position if it does not. Therefore, I look forward to returning to _____ when I return.

Sincerely,

(your name)

cc. Principal
A copy for your records

(Note: Your Principal does not require a copy of the letter).

SAMPLE D
Parental Leave Only

Date:

Danielle Meville (Human Resources)
Hamilton-Wentworth District School Board
20 Education Ct., Hamilton, Ontario L9A 0B9

In accordance with the Collective Agreement, Article L8.01, I am writing to request a Statutory Parental Leave beginning _____.

As required, please find enclosed a letter from Dr. _____ indicating the expected arrival date of my child.

It is my understanding that under the Employment Standards Act, I am entitled to return to my former position, if it still exists, or a comparable position if it does not. Therefore, I look forward to returning to _____ when I return.

Sincerely,

(your name)

cc. Principal
A copy for your records

(Note: Your Principal does not require a copy of the Doctor's Certificate.)

SAMPLE E
Extended Leave

Date:

Danielle Meville (Human Resources)
Hamilton-Wentworth District School Board
20 Education Ct., Hamilton, Ontario L9A 0B9

In accordance with the Collective Agreement, Article L7.07, I am writing to request a General Leave of Absence beginning _____.

I look forward to returning to teaching on _____.

Sincerely,

(your name)

cc. Principal
A copy for your records

Fifth Disease

Included here is Appendix B (from the HWDSB Procedure on Communicable Diseases) regarding expedited testing for Fifth Disease immunity. **We strongly recommend that members who are planning to become pregnant or who are expecting a child ask their doctor to test them for immunity to Fifth Disease.**

What is Fifth Disease?

Fifth Disease is a mild viral infection common among elementary school children. The disease is spread from person to person through direct contact with *respiratory* secretions of an infected person and has an incubation period of 4-14 days.

The disease is usually diagnosed when a rash appears on the child's face, and at that point, the virus is no longer considered contagious. The affected child is not required to stay home from school.

There is no vaccine or medicine to prevent the Fifth Disease infection. To reduce the spread of the virus, schools are reminded to use proper precautions such as frequent hand washing (see attachment). Since ill persons are contagious before they develop the characteristic rash, excluding them from work and school is *not likely* to prevent the spread of Fifth Disease.

About 50% of women are already immune to Fifth disease. However, pregnant women who do not have immunity may be at some risk. All employees who are pregnant or who are contemplating pregnancy are encouraged to contact their physicians regarding their immunity status.

Fifth Disease Expedited Testing for Immunity

If you are or could be pregnant, it is in your interest to inform your doctor that you may have been exposed to Fifth Disease (Parvovirus 19) and to arrange for a blood test to confirm immunity.

In order to avoid unnecessary delays for results of your immunity to Fifth Disease, please follow the steps below:

1. Take this procedure with you to your physician and to the laboratory that will be drawing the blood sample.
2. The physician should note on the Ministry of Health requisition STAT – Exposure to Parvovirus 19 and pregnant. A written report will be sent to your physician. Physician can contact Ontario Public Health lab after two days to obtain verbal results at 1 877 604-4567.
3. Once results are received, you are advised to seek direction from your treating physician.

4. Results of your immunity should be reported to your Principal/Manager immediately.
5. Staff with no immunity to Fifth's Disease can access their sick leave entitlement when they are acting on the direction of their treating physician and with supporting documentation to validate the need to be excluded from work. Staff may be re-assigned to another location by the board.

The following laboratories provide direct service to Hamilton Public Health.

LifeLabs - Hamilton

25 Charlton Ave. E.	905 528-3370
206 James St. S Suite 103	1-877-849-3637
989 Fennell Ave. E. Suite 1007	1-877-849-3637
1119 Fennell Ave. E.	905 383-0507
280 Queenston Road	905 547-0592

LifeLabs - Dundas

16 Cross St.	905 627-3965
60 Hatt St. Suite 2004	1-877-849-3637

LifeLabs - Stoney Creek

15 Mountain Ave. S. Suite 111	1-877-849-3637
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LifeLabs - Ancaster

54 Wilson St. W.	1-877-849-3637
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LifeLabs - Burlington

2200 Fairview St.	905 333-5990
3155 Harvester Rd Suite 102	1-877-849-3637

Gamma-Dynacare Medical Laboratories

849 Upper Wentworth 905-389-3403