



**District 11 (Thames Valley)
Secondary Teachers' Bargaining Unit**

**Pregnancy, Parental and
Adoption Leave Guide**

Revised March 2009

Introduction

This package of information is intended to assist you in preparing for pregnancy/parental leave by providing an overview of the rules and procedures that govern these leaves. The material has been organized according to topics to make it easier for you to find the specific information you may require. A summary sheet is also included at the end. Please check with the District Office regarding any questions or concerns you may have.

Federal and Provincial legislation, the terms of our collective agreement, and TVDSB policies may have changed since this document was printed, so *please make sure you verify the information prior to making any decisions*. **It is your responsibility to check** with your OSSTF District Officer and with the TVDSB to ensure that you have all the information and documents you require. Updated legislation is also available through government websites.

It is strongly advised that you keep a complete record of arrangements made and documents submitted, including proof of the date submitted. **Every effort should be made to obtain written confirmation.**

Where to Get Information

OSSTF – District 11

519-659-6588 Office

519-659-2421 Fax

www.osstf11.com

Thames Valley District School Board

[all TVDSB phone numbers are 519]

HUMAN RESOURCE SERVICES

Debbie Masse

519-452-2000 ext.20276

Peter Martin

519-452-2000 ext. 20274

Linda Lightfoot- Benefits

519-452-2000 ext. 20270

Sharon Piwowarczyk, Supervisor of Payroll services

519-452-2000 ext. 20308

You may also have a payroll control assistant whose name appears on your pay statement.

Human Resources Development Canada (HRDC)

www.hrdc-drhc.gc.ca/ae-ei/pubs/special_e.shtml

Check your telephone directory for local office

Ontario Teachers' Pension Plan Board

1-800-668-0105

www.otpp.on.ca

Ontario College of Teachers

1-888-534-2222

www.oct.on.ca

Ontario Teacher's Insurance Plan

1-800-267-6847

(LTD Benefits) Contact OSSTF first for LTD forms

Employee Assistance Program (EAP)

1-800-265-8310

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1. Planning Ahead

You face some important decisions in the months ahead. As you plan for the future, take the time at each stage to:

- Do your research and get the information you need to make the best decisions for you and your family.
- Consider your options and look at the different financial, personal, and professional implications of each carefully.
- Be aware of both your rights and responsibilities.
 - If you are not ready, do not feel pressured to make a decision before it is required.
 - Be aware of deadlines and ensure your paperwork is completed in time to receive what you are entitled to.
 - Remember you do not have to apply for Pregnancy, Parental and Extended parental leave all at once, but can take it one step at a time.
- Keep a complete home file of copies of all your documents and correspondence with the Board, including dates. You may need this verification later.

QUESTIONS????

Call your D 11 OSSTF District Officer for information. 519-659-6588

2. Resources

- Early in your pregnancy, get an overview of what is available to you. Find out about your rights and responsibilities by checking the following:
 - **Employment Standards Act**
 - **Employment Insurance Act**
 - **Collective Agreement**
 - **Board policies or protocols (Electronic forms available through the Employee Portal)**

Provincial Employment Standards Act, 2000 [ESA]

- Check website for current Pregnancy Leave and Parental Leave provisions (www.gov.on.ca/LAB/esa).
- Statutory pregnancy leave refers to the right to take a leave under provincial law and governs the minimum pregnancy and parental leave available to parents.

Federal Employment Insurance Legislation

- Check website for updated information on Maternity, Parental and Sickness benefits at www.hrdc-drhc.gc.ca/ae-ei/pubs/special_e.html
- Check the Blue Pages in the telephone directory for the EI centre closest to you.

Collective Agreement

The Collective Agreement can be found on the Board Web site through the Employee Portal. The clauses governing pregnancy, adoption, parental and extended parental leaves are found in **Articles 15 to 18 of the contract. Please review carefully.**

Supplemental Employment Benefit

This is covered in a separate section in this pamphlet. For complete details regarding the payment of the Supplemental Employment Benefit, see the latest Collective Agreement. (Article 15.6 to 15.10)

3. Types of Leaves/How to Apply

There are several types of leaves available to teachers wishing to remain home to look after a child. Each has its own requirements and timelines and the following is a summary of key points. The charts at the end of this pamphlet also provide a useful overview. Please check the relevant legislation, the Collective Agreement, and Board policies for complete details, especially those applying to unusual circumstances.

Once you are sure you will be requesting a Pregnancy/Adoption/ Parental Leave you should contact Debbie Masse 519-452-2000 ext.20276 and complete the Application for Pregnancy/Adoption/ Parental Leave Form from the Employee Portal and forward it to Peter Martin

- The form above can be found in the Employee Portal by going to Electronic Forms and change → **Select Department to Human Resource Services**. Do not select a group.
- You can expect information from the Human Resource Services Department concerning Benefits.
- Find out about your options for changing and/or increasing your benefits coverage in order to ensure your family is fully protected.
- Get organized so you are prepared to “hand over the reins” to the teacher who will replace you. Keep your marks up to date. Ensure there is a clear course outline so the teacher replacing you can pick up where you left off. Keep emergency lessons on hand in case you need to take some time off prior to the birth, or if your baby arrives earlier than expected.

General Information

- The provincial *Employment Standards Act* covers the rights to Pregnancy, Adoption and Parental leave. Additional conditions applying to Pregnancy, Adoption and Parental leaves are outlined in the Collective Agreement and in Board policies; however, these conditions cannot override any of the statutory rights provided for in legislation. In some cases, previous court or arbitration decisions may have established precedents, which also apply.
- In order to qualify for a Pregnancy, Adoption or Parental Leave you must have at least 13 weeks employment before the requested start date of the leave.
- The start of Pregnancy, Adoption or Parental Leaves may be changed if you provide at least two weeks notice to the Human Resource Services Department, or later if notice is given two weeks prior to the date leave was to originally begin. **Please endeavour to notify Human Resource Services as soon as you are aware of your start date to help facilitate a smooth process for you.**
- Make copies of all forms/letters submitted including your medical certificate.
- Regardless of the length of the leave, every effort should be made to reach agreement in WRITING on the conditions of the leave prior to the start of the leave. This is particularly important in the case of Extended Leave since the Board may approve a date not stipulated in the Collective Agreement.
- A teacher should not be pressured to apply for leaves any sooner than is required. Make sure you are certain of your plans and fully understand the implications of your decisions before you apply.
- Teachers who become pregnant while on leave will be granted Pregnancy, Parental and Extended Leaves for the next child without having to return to work. It would be unlikely that a parent in this situation would qualify for EI benefits.

Sick Leave

Before the Birth

With evidence from a medical practitioner, you are entitled to use sick leave for any complications related to your pregnancy or for any other illness prior to the beginning of your pregnancy leave. This use of sick leave does not impact on your pregnancy leave. The total amount of sick leave you may use is limited to the number of sick leave credits available to you. All sick leave taken will be deducted from credits.

After the Birth

A teacher going on Pregnancy Leave may request sick leave for up to the first thirty (30) days from the date of delivery as long as the teacher has the number of days requested in her sick leave account. Should a delivery or pregnancy related medical issue develop during that specified period of time, the teacher may be eligible for further uninterrupted sick leave provided acceptable medical evidence is supplied. Time on sick leave in these circumstances counts as time for the purposes of Pregnancy Leave. Please note that you can not take sick leave during the summer, March break or statutory holidays. This means that you can only access maternity EI benefits for the remainder of the summer following the birth of the child.

Use of Sick Leave after Leave Ends

If you are unable to return to work at the end of your leave, due to a pregnancy related illness, you can access your sick leave credits without returning to work.

NOTE: Should you become ill while still on Pregnancy, Parental, or Adoption Leave, you should consider ending your leave and going on sick leave so you can receive pay using your sick leave credit. If you have long-term health problems you may also be eligible for Long Term Disability payments.

Employment Insurance Sickness Benefits

If you are ill during your pregnancy and run out of sick days, you may be eligible for up to 15 weeks from Employment Insurance. Please check the website or contact your EI office for more information.

Pregnancy Leave

- Under the *Employment Standards Act*, a birth mother is entitled to up to 17 weeks pregnancy leave to begin no earlier than 17 weeks before the expected birth date.
- A woman who experiences a miscarriage or stillbirth is still eligible for pregnancy leave if the miscarriage or stillbirth took place no more than 17 weeks before the expected due date.
- Applications for Pregnancy Leave must be made in writing to the Human Resource Services Department by completing the Application for Pregnancy/Adoption/Parental Leave Form. A doctor's certificate stating the expected date of delivery needs to be provided. The leave will be processed once the certificate is received.
- Submit your Application for Pregnancy/Adoption/Parental Leave form to the Board as soon as you have made a firm decision, but no later than two weeks before the pregnancy leave is to begin. Keep a copy for your files.
- If your baby is born before the start of leave, your leave will be dated from then. You must notify the Human Resource Services Department about the change within two weeks of the birth. **Your salary will be adjusted accordingly.**
- Call Debbie Masse to confirm the date the baby was born.

NOTE: Teachers may use sick leave for pregnancy related complications prior to the birth of a child. 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 she can do, UNLESS THE TEACHER HAS USED UP ALL OF HER SICK LEAVE CREDIT.

Parental Leave

- Under the Employment Standards Act (ESA), a birth mother is entitled to up to 35 weeks Parental Leave to begin when her Pregnancy Leave ends. The birth mother must begin Parental Leave immediately after Pregnancy Leave unless the baby has not come into her care by the time the Pregnancy Leave ends (e.g. baby has been hospitalized since birth)
- A birth father, adoptive parent and/or spouse, and others covered by the definition of parent under ESA legislation, are entitled to up to 37 weeks of Parental Leave. For parents, other than the birth mother, the leave must begin within the 52 week period following the birth of the child, or the date when the child first came into the parent's care
- This leave may be claimed by one or both parents or shared by both parents and may be taken at the same time or consecutively. Please confirm with Human Resource Services for variation options.
- The Application for Pregnancy/Adoption/Parental Leave must be submitted in writing to Human Resource Services Department by completing the Application for Pregnancy/Adoption/Parental Leave Form no later than two weeks before the leave is to begin.

Extended Leave

- Under the Collective Agreement, a teacher eligible for Parental or Adoption Leave may apply for up to one year of Extended Leave.
- The Extended Leave would start at the end of the teacher's Parental or Adoption Leave and will not exceed one year unless an extension would allow the leave to conclude on the day prior to the start of the next term or semester. Such extensions require mutual consent of the teacher and employer. Please contact the Human Resource Services Department about any such extensions at the time the leave is requested.
- All start and end dates will be confirmed in writing by the Board.
- In general, the sum of a Pregnancy leave, Parental leave and Extended Leave cannot exceed 24 calendar months, except when an extension will better accommodate program needs. No Employment Insurance benefits are paid for an Extended Leave.
- To apply for an Extended Leave, complete that section on your Application for Pregnancy/Adoption/Parental Leave form or contact Human Resource Services as soon as possible during your Parental or Adoption Leave.
- Please contact the Human Resource Services Department as soon as possible to request a second year of leave.

Leave of Absence Without Pay (article 18.16)

- In addition to the Pregnancy, Adoption, Parental and Extended Leaves a teacher may request a Leave of Absence Without Pay for one year to commence September 01 under Article 18.16 by completing the Application for Leave of Absence form available through the Employee Portal.
- The deadline for applications is March 15 in the year in which the leave is to begin.
- This leave is without pay or sick leave.
- A teacher may request an extension of this leave by **March 15** of the first year of the leave for a **maximum of one additional year**.
- No Employment Insurance payments are made during a leave under this article.

Returning From Leaves

- A teacher may alter the requested termination of a Pregnancy, Adoption or Parental Leave:
 - to an earlier date if the teacher gives at least two weeks written notice before the earlier termination date; or
 - a later date if the teacher gives at least two weeks written notice before the leave was to end and the later date does not contravene the provisions of The Employment Standards Act.
- A teacher returning from a Pregnancy, Adoption, Parental, or Extended Leave will be assigned to the position most recently held, but the teacher's final placement is subject to surplus procedures as outlined in the Collective Agreement.

- A teacher returning from a Leave of Absence Without Pay (18.16) that is continuous with a Parental and Extended Leave will be returned to the staff list of their previous school for the purposes of tracking staff in the staffing process. If there is no vacancy for which the teacher is qualified, the teacher will be declared surplus to the school, regardless of seniority. This means that if you are off for 2 or less years you are a school responsibility for placement. If you are off for more than 2 consecutive years, you are a Board responsibility for placement. If you return to your school for any length of time following an Extended Leave and subsequently take a Leave of Absence Without Pay, you will remain a school responsibility.

Calculation of Seniority and Salary Grid Placement

- Teachers continue to accumulate seniority and salary grid years while on Pregnancy, Parental or Adoption leave.
- During Extended Leaves and Leaves of Absence Without Pay, a teacher accumulates service seniority credits but not experience on the salary grid.

4. Employment Insurance Benefits and SEB Plan

General Information

- The conditions applying to pregnancy, adoption and parental EI benefits are set out in federal Employment Insurance legislation.
- To be eligible for EI maternity, adoption or parental benefits, you must have worked 600 hours in the last 52 weeks or since the start of the last claim, whichever is shorter.
- The total of maternity, and parental EI benefits will not exceed 50 weeks.
- There is a two week waiting period before the start of your EI benefits. There are two options to deal with this waiting period in the case of Pregnancy Leave.
 - You can use sick leave to get full salary during this period if it occurs directly after the birth of the child and for up to four more additional weeks if you have sick leave credit. (see sick leave above)
 - OR
 - You can use the SEB plan mentioned below that will pay the equivalent of EI for the two week waiting period.

Maternity Benefits

- A birth mother may begin the pregnancy leave 17 weeks prior to delivery; however, under federal Employment Insurance legislation, she is not eligible for EI benefits until 8 weeks prior to the due date.
- The birth mother may collect EI Maternity Benefits for up to 15 weeks (after two week waiting period).
- EI benefits will not be paid later than 17 weeks after birth.

Parental Benefits

- Under Federal Employment Insurance legislation, biological or adoptive parents, or their partners, can collect EI parental benefits for up to 35 weeks, or these benefits may be shared. If shared, only one waiting period must be served per birth or adoption.
- Parental EI benefits for biological parents are payable within the 52 weeks following the child's birth date. For adoptive parents, the benefits are available only within the 52 weeks from the date the child is placed with the parent(s).

Applying for EI benefits

- Complete and submit your application for Employment Insurance benefits immediately after your last teaching day and no later than 7 days after the birth of your child. You will also need:
 - A medical certificate from your doctor.
 - A Record of Employment (ROE) from the Board following the last day worked and paid.
(THE THAMES VALLEY DISTRICT SCHOOL BOARD SUBMITS THE ROE ELECTRONICALLY)

- Do not delay your application for EI benefits if you don't have your medical certificate, but remember that your EI application will not be processed until you submit these documents so do this as quickly as possible.

Supplemental Employment Benefit (SEB) (new changes effective February 2009)

- A teacher who has been granted Pregnancy Leave and is eligible to receive EI may apply to Payroll Services for the Supplemental Employment Benefit
- The teacher may be eligible to receive 100% of her salary for the two week waiting period. She may also receive the difference between EI and the teacher's full salary for up to six additional weeks following the birth of the child.
- There is no sick leave deduction for this benefit.
- To apply you will need to send the cheque stubs from EI to the payroll department to show that the waiting period is over.

5. Pension Contributions

Board Contact: Lisa Newton 519-452-2000 (payroll dept.)

The rules concerning teachers' pensions have important retirement implications for teachers taking leave from the Board. It is the teacher's responsibility to secure information regarding obtaining credit for pension experience and how to make payments when on leave for any reason.

General Information

- **Qualifying** years refer to the years you may count towards reaching your 85 factor – i.e. the date you may retire with an unreduced pension.
- **Credit** years refer to the years in which you have made pension contributions. Your credit years determine the amount /value of your pension when you retire.
- If you teach for at least ten (10) days in a school year, you will gain a full qualifying year towards the date when you may retire (85 factor). This may have important implications for the timing of your leaves. Please note, however, that a qualifying year is not the same as a credit year and in order to gain pension credit for the time on leave, you will have to make contributions to the Pension Plan.(i.e. buy pension credits).
- If you do not teach at all during a school year, or for less than ten days, you will not earn a qualifying year. In order to obtain that qualifying year, you must buy at least ten days pension credit.
- The Pension Board determines the cost of buying back pension credits. Please contact them directly regarding your personal situation.

Making Pension Contributions While on Leave

- Under the Employment Standards Act, your employer will continue to make your pension contributions during your Pregnancy, Adoption or Parental leave, unless you waive this benefit. **However, you must reimburse the Board for your total pension contributions.** Arrangements to do this must be made by completing the form you get with your benefits package at the commencement of your leave. If you do not wish to make payments the waiver section must be completed and returned with your package to Rose Lajos.
- Teachers may also make pension contributions while on Extended Parental Leave or Leave of Absence Without Pay. However, you must make your contributions directly to your pension plan rather than through the Board. Teachers **MUST** complete a TPP Application when they extend their leave and submit it to TPP.

CAREFULLY WEIGH YOUR OPTIONS BEFORE MAKING A DECISION. It may seem expensive to make pension contributions while on leave; however, the financial implications of not contributing to your pension plan while on leave 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.

For more information, contact:

Ontario Teachers' Pension Plan at Toll free, 1 800 668 0105; key in your SIN

Ask for brochure called "Buybacks for Absences"

e-mail member_inquiry@otpp.com

website www.otpp.com

6. Benefits For more Information contact : **Linda Lightfoot 519-452-2000 Ext. 20270**

You will be sent forms after you apply for leave asking which benefits you wish to continue. You will also be sent an **Application For Change** form that needs to be completed and returned after the birth of the baby to enroll the child in the benefits program. The **Teachers' Pension Plan form** must be completed as well, whether or not you wish to continue making contributions. The **Payor's Authorization Form** must be completed if you wish to continue benefits while on leave. You must also complete this form to reimburse the Board for Pension Contributions.

Extended Healthcare and Dental Benefits

- The Board will continue to pay its share of the benefits package – currently 90% of Healthcare and Extended Health; and 90% of Dental for full-time teachers- during Pregnancy, Adoption and Parental Leaves. Note that the Board's contribution is pro-rated for part-time teachers who go on one of these leaves. During Extended parental Leave or a Leave of Absence Without pay, the teacher is responsible for the full cost of maintaining benefits and must make arrangements with the Board regarding payment in order for benefits to continue.
- If you suspend your benefits while on leave, you will not be able to make a claim while on leave.
- Benefits are automatically reinstated when the teacher returns to work.

Long Term Disability Insurance (Mandatory coverage)

- The premium paid while on leave is based on the monthly salary applicable on the day immediately preceding the first day of leave.
- You must make arrangements to pay your premiums directly to OTIP while on leave.
- You will be contacted directly by OTIP shortly after the start of your leave.

Note: *If you become disabled during your leave, immediately contact the District 11 Office to see if you may qualify to apply to rescind your leave and go on sick leave while you apply for disability. This will put you back on full salary and begin the waiting period you must serve before disability benefits can start.*

Life Insurance

The Board will pay the employer's share during Pregnancy/Adoption and Parental Leaves, but not during Extended Leave. See Extended Healthcare and Dental Benefits above for current contribution levels.

We advise you not to cancel your Life Insurance while on leave.

7. Employee Assistance Program (EAP)

The Employee Assistance Program is a service paid for by the Board and to which all teachers are entitled. This is a voluntary, confidential counselling and information service. You may reach EAP by phoning 1-800-265-8310. The EAP can assist in obtaining information about issues such as pregnancy/parental issues, child development, family and financial counselling, etc.

8. College of Teachers

Teachers are reminded that they are responsible for the payment of the College of Teachers fee while not receiving salary from the TVDSB. Contact the College to make the payment to remain in good standing.

We strongly recommend that you do not let your membership lapse or you will have a re-instatement fee as well as the annual fee and you may have to re-apply and write a teacher qualifying test.

9. Spousal Sharing of Leave and Benefits

- Under legislation, only the birth mother is eligible for Pregnancy Leave and Maternity EI benefits.
- Either or both parents may take Parental or Adoption Leave. Leave may be taken at the same time or consecutively. EI parental benefits, however, may only be claimed by one parent or shared between two partners. If shared, only one waiting period needs to be served per birth or adoption. In most cases the total number of weeks of EI payments is 50 weeks. For exceptions see the HRDC website.

10. Step-parenting

Under the Ontario Employment Standards Act, a man or woman who becomes a step-parent or is in a relationship of some permanence with a parent of a child and who plans on treating the child as his or her own can take a Parental Leave. S/he is entitled to all the protections provided under the legislation.

11. Frequently Asked Questions and Answers

- Q. *Pension Buyback OR Is it worth my while to pay for my pension while I'm off?***
The possibility of buying your pension back in the future is there. However, it is a very costly venture. You don't just pay back the amount you would have contributed, but rather, the current actuarial cost. So unless you have an extra \$25,000-\$30,000 at your disposal, you may not be able to afford to buy back in the future. Keep in mind that contributing to your pension while on leave is both a tax advantage and adds an extra year of service – allowing you to retire according to your schedule on an unreduced pension. As well, there is a Five (5) year time limit on buy-backs.
- Q. *Continuing Benefits OR What do I stand to lose?***
Some members may have extended health care/dental benefits available through a partner. However, for those who don't, if you don't keep up the premiums thus allowing your coverage to lapse while on leave, you could find yourself paying a lot of money for prescription medications, unexpected dental work, etc. No one ever plans to get seriously ill; it is wise to ensure you remain covered! Even those who are eligible for coverage through their partner should consider the tradeoffs seriously before deciding to let their own coverage lapse. **PLEASE ENSURE YOU HAVE FAMILY COVERAGE BEFORE YOU COMMENCE YOUR LEAVE.**
- Q. *Sharing your Leave with your Partner OR Can my partner also parent?***
The opportunity exists for the mother to share parental leave and EI benefits with her partner. This may be a desirable option in situations where a spouse or partner wants to take on a greater role in the baby's development. In some cases, teachers have used this option when their partner earns less since this allows the higher wage earner to remain in the workforce.
- Q. *Financial Considerations OR Can I make ends meet?***
Remember that the value of EI benefits will be substantially less than your current take home pay. Note also that sick leave is not paid during the summer and other breaks in the year and that you will have to consider the additional costs of covering benefit premiums or making pension contributions.
- Q. *Does my time off on Pregnancy, Parental, or Extended Leave count as experience for salary grid purposes?***
Only Pregnancy and Parental Leave count as experience for salary grid purposes.

12. Some Common Scenarios

1. The mother takes Pregnancy Leave for 17 weeks. For the first two weeks she receives 100% of salary from the board. For the next six weeks of the leave she gets EI and the SEB top up to 100% of salary. Following the Pregnancy Leave she uses 35 weeks of Parental Leave and returns full time one year after having the child.

In this scenario the mother would be paid full salary for the first eight weeks of her pregnancy and then be paid at the EI rate for the remainder of her leave.

2. The mother who had full FTE entitlement takes Pregnancy Leave for 17 weeks but is not eligible for EI because she was on an Extended Leave and had just returned. She takes sick leave for the first six weeks. Following the Pregnancy Leave she uses 30 weeks of Parental Leave and then returns to work part time. Her spouse also uses 5 weeks of the Parental Leave soon after the birth of the child and then returns to work full time.

The mother would get full salary for the first six weeks and then be without pay for the remainder of the leave. Her spouse could apply for EI for the 5 weeks that he is off. When the mother is preparing to return to work she would need to request a part time leave of absence. She would be able to continue part time indefinitely if she continues to request part time leave and may return to full time by not requesting leave.

3. The child is born in August, 4 weeks before the start of school. The mother takes 17 weeks of Pregnancy leave followed by 35 weeks of Parental Leave. She returns to work full time in September. The mother would receive a lump sum reconciliation of the money owed her for August from the Board at the start of the leave. She could not take sick leave or access the SEB plan during the 4 weeks of summer that remain but she would be eligible for EI. She could use the SEB plan for the first 4 weeks of September, which remain from the maximum 8 weeks in the SEB plan. She would receive the equivalent of the EI rate for one year starting with the birth of the child except for the 4 weeks of the SEB plan, during which she would be at full salary. She would be without income for the last 4 weeks before returning to work in September.

CHART A: SUMMARY OF LEAVES AND BENEFITS

Type of Leave	Length	Inform Board	EI Benefit	SEB Plan/ Sick Leave	Other Information
<p>PREGNANCY</p> <p>Available only to birth mother</p>	<p>17 weeks</p>	<p>As soon as possible but at least two weeks before the leave is to begin, according to Employment Standards Act</p>	<p>Income replacement for days which otherwise someone would have worked.</p> <p>2 weeks waiting period</p>	<p>The SEB Plan Provides 100% of salary for 2 week waiting period and difference between EI and 100% of salary for next 6 weeks without sick leave deduction — must be eligible for EI.</p> <p>Sick Leave can be taken for up to six weeks starting the day the baby is born if the mother has sick leave credit available and if the SEB plan is not used.</p>	<p>Employer responsible for employer share of benefits</p> <p>Teacher responsible for her share of Benefits & full OCT payments.</p> <p>Teacher may opt to continue OTPP contributions through Board, but must reimburse the full cost. The Board will forward the repayment schedule once the leave has commenced.</p>
<p>PARENTAL</p>	<p>35 weeks for birth mother,</p> <p>37 weeks for other parents under the ESA. May be taken at the same time or consecutively</p>	<p>Same as above.</p>	<p>Income replacement for days which otherwise someone would have worked</p>	<p>N/A</p>	<p>Same as above</p>
<p>EXTENDED LEAVE</p>	<p>Up to 52 weeks. Return after one of the natural breaks by prior arrangement with Board is preferred.</p>	<p>Application must be made by deadlines established in Collective Agreement. (Article 16.13 and 17.11)</p>	<p>None</p>	<p>None</p>	<p>Teacher is responsible for full cost of benefits and must continue to make arrangements to pay benefits and OCT annual fee.</p> <p>Pension contributions must be made directly to OTPP.</p>
<p>UNPAID LEAVE OF ABSENCE</p>	<p>Application for full or half year.</p> <p>Can be extended by up to one year</p>	<p>Application must be made by deadlines established in Collective Agreement. (18.16 and 18.17) Leaves are based on school calendar.</p>	<p>None</p>	<p>None</p>	<p>Same as above</p>

