



Teachers' Bargaining Unit

Upper Grand District 18

NINE STEPS TO HELP APPLY FOR MATERNITY/PARENTAL LEAVE

Follow the steps below, in order, when applying for maternity leave.

STEP 1:

Decide on your leave date - best to start on a Monday due to the way E.I. is paid. You can choose a 12 month leave or an 18 month leave. During this statutory leave, the Board is required by Collective Agreement to pay their share of the cost of Benefits, and you continue to gain experience and seniority.

STEP 2:

Meet with your principal and inform her/him of your leave – fill in application form called “Application for Leave of Absence” which can be found at your school office. The form must be at the Board not less than two weeks (preferably four weeks) before your leave.

STEP 3:

Write a letter to the Board - the letter should include: you are taking a maternity leave, your due date with a letter from your medical practitioner, and the date your leave will start. See sample in this package. Attach this letter and a medical certificate with your due date to your “Application for Leave” and send to the Board to Mo Mitchell in HR.

STEP 4:

Contact E.I. – go online and familiarize yourself with the online application process. You can choose to have your EI Parental Benefits for 35 weeks at 55%, or 61 weeks at 33%. The length of parental benefits does not have to match the length of your leave. You can ask for a 18 month leave, but get your EI benefits paid over 12 months.

STEP 5:

Contact Ontario Teachers' Pension Plan - you need to decide whether you wish to continue paying your pension while on leave or pay back your pension when you return to work. Contact OTPP; they will outline what you owe and your options for payments.

STEP 6:

Apply for E.I. - as soon as your leave begins apply on-line for E.I. The Board will send your Record of Employment (ROE) to the E.I. office electronically once you start your

leave. In the event that you work right up to the end of June and the baby is due over the summer, you still apply for EI immediately after your last day of work. If you have to use your sick days because of medical complications, you are still considered working as you are still getting pay from the Board.

STEP 7:

Benefits – Once you go on leave, the Board will notify OTIP that your status has changed from FTE to Maternity leave. OTIP will contact you directly by email to the account you have set up with them. You will have the option to continue with some or all of your benefits, or suspend some or all of your benefits. They will also advise you on the payment options. You will also receive an email in which you will be given the option to maintain or suspend your LTD. It is highly recommended that you maintain your LTD for the duration of you leave.

STEP 8:

Send letter to Board requesting SEB and top-up – On the E.I. website, find your Benefit Statement which states the date of your one week waiting period and the weekly benefit amount you will receive. The Board needs this to calculate your SEB and top-up. You must send a copy of this to Angela Berardi at the Board office with a letter requesting your SEB and top-up (See sample **letter**). Attach to the letter above a copy of a hospital document (baby's temporary health card) showing proof of the baby's date of birth. Please note all documents must be received by the Board in order for them to process your request which can take 4 – 6 weeks. No requests will be processed over the summer. You will have to wait until Sept 1 for the Board to process your request.

STEP 9:

Add the baby to your benefits - complete a benefits change form with OTIP adding the baby to your benefit plan. Go to "My Benefits – My Personal Information – Enrol/Make Changes" and complete the "Life Event" for "Birth of a Child". You have 30 days from the date the baby is born to add him/her to your benefits plan; if you do not inform OTIP of the baby's birth within 30 days you will be considered a "late applicant" and may be denied coverage. Even if you suspend your benefits for your leave, you still need to add your baby to your benefits. If your coverage is with another company through your spouse, you will need to contact that company to make the appropriate changes.

- ★ Remember to keep copies of all paperwork and correspondence for your own files.
- ★ Please contact Erin Doupe, TBU Maternity Leave Liaison, at the District 18 office if you have any further questions regarding maternity/parental leave.
- ★ Please contact Dan Hawkins, TBU Benefits Officer, at the District 18 office if you have any further questions regarding benefits.

Best wishes!

Updated November 2021