



# Teachers' Bargaining Unit

Upper Grand District 18

## Maternity/Parental Leave Supplemental Information Sheet

This information sheet is intended to provide some tips for applying for maternity/parental leave.

**Collective Agreement:** read Article 11.03 in the Collective Agreement carefully before beginning the application process for maternity/parental leave (Article 11.03 can be found on pgs. 55-57 of the 2014-2017 Collective Agreement).

### E.I. Tips:

- applications for E.I. can be done on-line at [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)
- full-time teachers are considered to work 8 hours per day
- teachers are employed for twelve months of the year but the last day worked in a school year is the last work day at the end of June
- there is a wait period of one week from the time you go on maternity leave to the time you start getting E.I. payments
- make sure you have a 1 week wait period (check your EI application)
- if you have to use sick days because of complications, you are still considered working as you are still being paid by the board (do not check off you are on sick leave on your EI application) see attached note

### Pension Tips:

- teachers are encouraged to continue to pay into their pension while on maternity/parental leave (if finances allow) so that their retirement date remains the same
- if you decide not to pay pension contributions while on leave, you have five years from the end of your leave to purchase that pension credit
- if you are unable to pay any of your pension back, working more than 11 days a school year will count as qualifying year, which is used to calculate your 85 factor. You will be able to retire at your predicted retirement date, but it will be a reduced pension.

### Benefits Tips:

- it is recommended that teachers continue their life insurance and LTD payments while on maternity/parental leave, even if they suspend the health and dental benefits portion
- depending on spouse's benefits, some teachers choose to cancel their health portion and join their spouse's plan, but please be aware that it is sometimes difficult to rejoin OTIP and a full medical investigation may be required
- you can suspend any part of your benefits while on leave and restart when you come back
- in order to add a child to your benefits, you must notify OTIP within 30 days of a "life change" (e.g. birth of a child); **OTIP will not cover a new baby unless they are informed of the birth.**
- you can add your baby to your benefits online at [www.otip.com](http://www.otip.com). Log in and then click on "My Benefits". Under "My Personal Info" click on "Enroll/Make Changes". Click on "Birth of a Child".
- for further questions regarding benefits, please contact the TBU Benefits Officer Dan Hawkins

**Salary Reminder:**

- upon returning to work, make sure that you are being paid at the right category level and year of experience; mistakes are sometimes made. Use the eservice portal on UGShare.
- make sure if you return in the spring, that you are not being overpaid. You should have a salary adjustment.
- even while on maternity leave, teachers still gain a year of experience and seniority.
- If you go on Mat leave early in the school year, there will be a deduction for overpayment on your last pay before leave.

**Holiday Babies:**

- If your baby arrives during a holiday (example summer, Christmas/March break) there will be a delay in your SEB and/or Top-Up as the Board only processes requests during school time.  
For example, if your baby arrives in July, your 1 week of SEB and 7 weeks of Top-up will be processed starting September 1<sup>st</sup>. Remember it takes 4 – 6 weeks for the request to be processed. (ie. there will be a delay in your pay)

**Other Considerations:**

For babies that are due in the summer:

- your last day worked would be the last day of the school year and your first day of leave would be the day after Labour Day in September
- if you work up until the end of June you will be paid as normal over the summer (until Aug. 31st), even if you will not be returning in September, and even if the baby is born in July or August
- if you start your leave close to the summer (e.g. May or beginning of June), the Board will pay out what they owe you for the summer months in a lump sum on your final pay.

**Other things to remember:**

- if you are on leave in January, your Ontario College of Teachers fee will not be deducted; therefore, you must arrange to pay the fee yourself
- due date for OCT fee is April 15<sup>th</sup> in order to remain a member in good standing

**Important Contacts:**

E.I. - Queries 1-800-206-7218  
[www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

**District 18 Office** 519-843-4043  
Dan Hawkins (Benefits Officer) ext. 222  
Erin Doupe (Maternity Leave Liaison) ext. 226

**OTIP- Member benefit inquiries** 1-866-783-6847  
[www.otipservices.com](http://www.otipservices.com)

**Board office** 519-822-4420  
- Amandeep Sidhu (1) (benefits) ext. 779  
- Mo Mitchell (human resources) ext. 585  
- Amy Carter (payroll supervisor) ext. 808  
- Sherry Pirico (secondary teacher payroll ROE) ext. 786

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1 Covering for Maria Okroukh while on leave

## Workforce History

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Answers to fields and questions with an asterisk (\*) are mandatory.

During the last 2 years, were you at any time:

\* in receipt of Workers' Compensation? 

- Yes
- No

\* unable to work for medical reasons? 

Select "Yes" if there were any full calendar weeks (Sunday to Saturday) where you were unable to work due to illness and for which you received no compensation or benefits from your employer. Do not select "Yes" if you just had occasional periods of illness that were less than full calendar weeks.

- Yes
- No