



**Pregnancy/Parental/Adoption Leave
Information for Members of
Peel Elementary Teachers' Local
October 2024**

For more information, please reach out to the Local Vice President on call by emailing petlrep@etfopeel.com or calling 905-564-7233

More resources available at www.etfopeel.com

In the public area - Member Services - Pregnancy/Parental/Adoption Leave

All current leave forms are located on the Peel Board intranet:

[Managing Your Forms - Home \(sharepoint.com\)](#)

Table of Contents:

Requesting Pregnancy/Parental/Adoption Leave – timeline, due date note, return to work dates, approval letter	3
Paid days for parent at birth of child/adoption (non birthing)	3
Pregnancy/Parental/Adoption Leave Request Form	4
Statutory Leaves and Extension to Leaves	5
Sample Approval Letter	6
Pay schedule	7
Use of Sick Leave	9
Pregnancy Related – Medical Leave Request Form, APS 002	10
EI Eligibility and Process	11
ROE – Record of Employment	12
Answers to other Frequently Asked Questions: part-time leaves, seniority, service credit, union dues, OCT fees, childhood diseases	12
Parental Sharing Benefits	13
Extended Health & Dental Benefits	15
Life Insurance	15
Long Term Disability (LTD)	15
Pension	15
Supply teacher while on pregnancy/parental/adoption leave	15
Supplemental Employment Benefits (SEB top-up)	16
Request for Maternity Leave Top Up	17
Leave Checklist	18
Additional Resources	19

The Peel Board Pregnancy/Parental/Adoption Leave request form should be completed at least **six weeks** prior to the leave beginning and no less than two weeks before. Even if you are on sick leave prior to the pregnancy leave, the Board still requires an official leave request form to be completed.

You must attach a **due date note** and then submit the form and note to your administrator to sign before the forms are sent to the HR assistant for your alphabet through the Board courier. Keep a copy. The due date note can be provided by a doctor or midwife on a small prescription type note. There is no separate form required for this. [Human Resources, Partnerships & Equity \(HRPE\) - Who's Who \(sharepoint.com\)](#)

Pregnant members choose any of the three boxes marked Pregnancy on the left side of the form depending on the length of the EI paid leave they wish to access. Put the first day you are going to be on leave in the start date box. Your anticipated return to work date is generally either one year less a day from the leave start date or 18 months less a day. You can also indicate whatever date you are returning if it is at a different time (earlier) than the full 12 or 18 months.

If you are adopting use either of the first two boxes in the right column.

All other parental leaves use the third box in the right column.

You can **begin a paid Employment Insurance leave** up to 12 weeks prior to your due date without a medical note. You cannot work any later than your due date.

Your **return to work date** may fall midweek. You can choose a weekend or holiday day to be the first date of your leave. Summer start dates may have summer return to work dates. The Board knows you will not actually return until September.

Smart Find Express code 17 allows for two paid days for **parent at birth of child/adoption**.

HR will send you an **approval letter** with your leave dates and reminders. You take one leave at a time. You would not usually request more than one year at a time (other than the first 18 month option).

PEEL DISTRICT SCHOOL BOARD
PREGNANCY/ PARENTAL/ ADOPTION LEAVE REQUEST FORM

1. Employee Information:

First Name:	Last Name:	Emp. ID#
Work Location:	Position:	Phone#

2. Pregnancy/Parental/Adoption Leave Options: Please Select ONE

<input type="checkbox"/> Pregnancy/Parental - Standard (17 + 35 = 52 weeks) Medical certificate with expected date of birth is required. Must begin on or 17 weeks before the expected date of birth.	<input type="checkbox"/> Parental - Standard (37 weeks) - Adoption Proof of custody of child required.
<input type="checkbox"/> Pregnancy/Parental - Extended (17 + 61 = 78 weeks) Medical certificate with expected date of birth is required. Must begin on or 17 weeks before the expected date of birth.	<input type="checkbox"/> Parental - Extended (63 weeks) - Adoption Proof of custody of child required.
<input type="checkbox"/> Pregnancy ONLY (17 weeks) Medical certificate with expected date of birth is required. Must begin on or 17 weeks before the expected date of birth.	<input type="checkbox"/> Parental ONLY - (Eligible for up to a maximum of 63 weeks) Proof of birth of child is required for parent not taking 17 week pregnancy leave OR Proof of custody of child required.

3. Leave Dates: Please Complete Based On Leave Period Selected Above (Section 2)

<u>Start Date (yyyy/mm/dd):</u>	<u>Anticipated Return to Work Date (yyyy/mm/dd):</u>
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**** If your baby is born prior to the start date of your leave, please contact Human Resources with the delivery date to adjust your leave dates accordingly.**

<p>For EI (Employment Insurance) benefits information, eligibility and application, please refer to: Service Canada</p> <p>Top Up Information: Please refer to your Collective Agreement, Memorandum of Understanding and/or Regulations with respect to the conditions of your Maternity Benefits. The Child's natural mother shall be eligible for 100% of her normal weekly earnings minus the E.I. benefits the employee receives with respect to that period. Therefore, the combined level of E.I. benefits, S.E.B. payments and other earnings shall not exceed 100% of the employee's normal weekly earnings. Where this benefit overlaps with the one week waiting period, only the 100% top up shall be provided.</p> <p>Our Employee and Family Assistance Program provides New Parents Support Information: For information or support, call ComPsych at 1-855-212-1543 to learn more about these program and how you can take advantage of all the services available.</p> <p>Self-Serve Vista Portal: Please review and update your personal contact information on file.</p> <p>Human Resources Communication: All Leave information (Approval Information, Return to Work follow up) will be sent to you directly via your Peel email account. It is important during your Leave of Absence to monitor your Peel email account.</p>

Employee's Signature _____ Date: _____

<u>APPROVALS</u>	
Supervisor's Signature _____	Date: _____
Human Resources' Signature _____	Date: _____

Form 2, Revised Date: February 13, 2024

<https://pdsb1.sharepoint.com/hr/business/Forms1/Leave%20Form%20-%20Pregnancy-Parental-Adoption.pdf>

During the statutory leave period (17/52/78 weeks) you can return to work early by providing 30 days written notice to Human Resources.

You will need to advise HR if you are returning or extending the leave at least 30 days before the leave end date. This date is given on your approval letter.

Do not advise the Board in writing that you are returning until you have your daycare arrangements confirmed and are sure that you can return as planned.

Statutory leave period (17/52/78 weeks): All pregnancy/parental combined leaves start with a calendar period leave of up to a maximum 18 months.

Leave Extensions: At the end of the statutory period, you can then extend to any natural break remaining in that school year. For example, an October leave end date could then extend to the December break, the March break or the end of June the following year. A February leave end date could then extend to the March Break or the end of June. A May leave end date could extend to the end of June.

After the first extension, members *may* be able to request one more full year that is taken from September to August (not in smaller segments) and, once requested, you cannot return early from this extension.

The cumulative total of parental leaves (statutory + extensions) cannot exceed three school years.

Please note – Service Canada (EI) does not allow any changes to your 12 or 18 month selection, however, the Peel Board will allow you to change from a 12 to 18 month leave. If you choose this, it extends the period of time of the statutory leave so you continue to receive benefits and can return with 30 days notice. Once you reach 18 months, you would then be able to extend your leave using the unpaid extensions noted above.

At the end of the official pregnancy/parental leaves, in some cases you can request an **additional personal leave** by January 31st following the process for personal leaves – obtaining approval from your admin and superintendent.

Date _____

Teacher Name _____
School Location _____



5650 Hurontario Street
Mississauga, ON, Canada L5R 1C6
t 905.890.1010 1.800.668.1146
f 905.890.6747
www.peelscho

Sent Via Email

Dear _____,

Your pregnancy leave will be in place for the period [start date] until [end date] and a parental leave for the period [start date] until [end date], inclusive has been approved. (Should you decide to take the full 61 weeks parental leave, your return date would be [insert date].)

- **Notify Human Resources to avoid overpayment should your baby arrive early;**
- Please contact OTIP at 1-866-783-6847 to ensure continuation of Medical, Dental and Life benefits coverage;
- Please contact Benefits to ensure continuous coverage for LTD you are presently carrying;
- The Supplemental Employment Benefit (SEB) Plan applies to all pregnancy leaves and is applicable to teaching days only;
- For payment under the SEB Plan you may be entitled to the following:
 - Pregnancy Leave and EI waiting period for the natural birth mother of the child paid 100%, minus EI benefits, for 8 weeks.
 - If not eligible for EI benefits, the natural birth mother of the child will be paid 100% in respect of the 8 week period following the birth of the child without deduction from sick leave.
 - EI waiting period for Parental Leave (not eligible for Pregnancy Leave) paid 95% of the employee's normal weekly insurable earnings for one week (if eligible)
 - The Pregnancy Leave and EI waiting period covers payments while outside of the normal work schedule.
 - You will need to provide the Payroll department with the date of birth and proof of EI eligibility. (ie: the receipt from your first EI cheque).
- Payroll department will submit your record of employment (ROE) that you require for your EI claim electronically to Service Canada. A printed copy of the ROE is not required in order to apply, however, a copy of the ROE and SEB form will be sent to your home address. You may apply for your EI benefits at www.servicecanada.gc.ca/en/sc/ei.

You must be a member in good standing with the Ontario College of Teachers while you are on your leave. Membership is also a condition of employment under your collective agreement. To be a member in good standing, you must pay the annual fee.

- Please complete the form below to notify Human Resources of your return OR extension. Salary will not be reactivated until notification is received.
- Human Resources Communication: All leave information (approval information, return to work follow up) will be sent to you directly via your Peel email account. It is important during your Leave of Absence to monitor your Peel email.
- Communication with respect to the completion of your Annual Offence Declaration will also be sent to your Peel email account. It is imperative you respond to the request by the specified deadline.

If you require additional information, please contact me at (905) 890-1010, ext. XXXX.

Sincerely,

[HR Academic Office Assistant]
Human Resources Support Services

c: Principal – [school location]
File

PLEASE RETURN THIS FORM NO LATER THAN: [insert date]

[Teacher's Name & Employee Number]

[School Location]

I will be requesting an extension until _____

-OR-

I will not be extending: I will be returning on _____


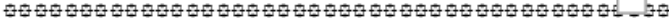
Employee's Signature

When do I have to return to be paid through the summer?

Teachers are paid for 194 teaching days evenly spread out on the pay deposits from September through August. Teachers do not earn money on holidays or school breaks. The break periods are paid by banking salary from the 194 teaching days. Please consult the chart provided to see when your pay will begin based on the day you return to work. The later a teacher returns in the spring, the longer they will need to work and bank salary before their pay starts. Once their pay deposits resume, they will continue bi-weekly through the summer. Conversely, if you work until late spring, any money that you have earned toward the summer pay, will be paid out to you on your final pay when your leave starts.

PEEL DISTRICT SCHOOL BOARD
2024/2025 SCHOOL YEAR
TEACHERS/PSSP PAY SCHEDULE
12 MONTH PAY

=====	
(FIRST PAY OF 2024/2025)	
1. September 6, 2024	14. March 7, 2025
2. September 20, 2024	15. March 21, 2025
3. October 4, 2024	16. April 4, 2025
4. October 18, 2024	17. April 18, 2025
5. November 1, 2024	18. May 2, 2025
6. November 15, 2024	19. May 16, 2025
7. November 29, 2024	20. May 30, 2025
8. December 13, 2024	21. June 13, 2025
9. December 27, 2024	22. June 27, 2025
10. January 10, 2025	23. July 11, 2025
11. January 24, 2025	24. July 25, 2025
12. February 7, 2025	25. August 8, 2025
13. February 21, 2025	26. August 22, 2025
	(LAST PAY OF 2024/25)
=====	
For Semester 2 teachers, the first pay will start on the 14 th pay – March 07, 2025.	
=====	

<u>2024/25 SCHOOL DAYS</u>					
					
September	2024	20 days	January	2025	20 days
October	2024	22 days	February	2025	19 days
November	2024	21 days	March	2025	16 days
December	2024	15 days	April	2025	20 days
			May	2025	21 days
			June	2025	20 days
		<u>78 days</u>			<u>116 days</u>
					<u>194 days</u>
					

Teachers salary by pay date
194 days/26 pays = 7.4615 days per pay

Pay date	Date covered
1 Sept 6/24	Sept 3,4, 5, 6, 9, 10, 11, 12 (.46)
2 Sept 20/24	Sept 12 (.54), 13, 16, 17, 18, 19, 20, 23 (.92)
3 Oct 4/24	Sept 23 (.08), 24, 25, 26, 27, 30, Oct 1,2, 3 (.38)
4 Oct 18/24	Oct 3 (.62), 4, 7, 8, 9, 10, 11, 15 (.84)
5 Nov 1/24	Oct 15 (.16), 16, 17, 18, 21, 22, 23, 24,25 (.30)
6 Nov 15/24	Oct 25 (.70), 28, 29, 30, 31, Nov 1, 4, 5 (.76)
7 Nov 29/24	Nov 5 (.24), 6, 7, 8, 11, 12, 13, 14, 15 (.22)
8 Dec 13/24	Nov 15 (.78), 18, 19, 20, 21, 22, 25, 26 (.68)
9 Dec 27/24	Nov 26 (.32), 27,28,29, Dec 2, 3, 4, 5, 6 (.14)
10 Jan 10/25	Dec 6 (.86), 9, 10, 11, 12, 13, 16, 17 (.60)
11 Jan 24/25	Dec 17 (.40), 18, 19, 20, Jan 6, 7, 8, 9, 10 (.06)
12 Feb 7/25	Jan 10 (.94), 13, 14, 15, 16, 17, 20, 21 (.52)
13 Feb 21/25	Jan 21 (.48), 22, 22, 24, 27, 28, 29, 30
14 Mar 7/25	Jan 31, Feb 3, 4, 5, 6, 7, 10, 11(.46)
15 Mar 21/25	Feb 11 (.54), 12, 13, 14, 18, 19, 20,21 (.92)
16 Apr 4/25	Feb 21 (.08), 24, 25, 26, 27, 28, Mar 3, 4, 5 (.38)
17 Apr 17/25	Mar 5 (.62), 6, 7, 17, 18, 19, 20, 21 (.84)
18 May 2/25	Mar 21 (.16), 24, 25, 26, 27, 28, 31 Apr 1, 2 (.30)
19 May 16/25	Apr 2 (.70), 3, 4, 7, 8, 9, 10, 11 (.76)
20 May 30/25	Apr 11 (.24), 14, 15, 16, 17, 22, 23, 24, 25 (.22)
21 Jun 13/25	Apr 25 (.78), 28, 29, 30, May 1, 2, 5, 6 (.68)
22 Jun 27/25	May 6 (.32), 7, 8, 9, 12, 13, 14, 15, 16 (.14)
24 July 11/25	May 16 (.86), 20, 21, 22, 23, 26, 27, 28 (.60)
24 Jul 25/25	May 28 (.40), 29, 30, June 2, 3, 4, 5, 6, 9 (.06)
25 Aug 8/25	June 9 (.94), 10, 11, 12, 13, 16, 17, 18 (.52)
26 Aug 22/25	June 18 (.48), 19, 20, 23, 24, 25, 26, 27

194 days

Use of Sick Leave

If you are unwell during your pregnancy and your doctor supports you stopping work early, you must complete the Pregnancy-Related Attending Physician Statement 002 and provide this to the Abilities Office. Their contact information is on the form. **Do not provide any medical notes to your school.** You do not need to provide a diagnosis to the Abilities Office, but the form must be completed by a physician or midwife. Read the form and check the dates before leaving the doctor's office.

It is your responsibility to make sure the **code 30** absences are being entered in the Smart Find Express system, but you would do this in consultation with your school about how it is entered (as a block or single days, for example).

There is a new Smart Find Express **code 307** which uses your sick leave, but can be used for scheduled appointments.

Using *paid* sick leave will not impact your eligible time for the pregnancy leave and should not impact your EI rate of pay.

If your doctor will not complete the form, you still have the option to choose to start your leave up to twelve weeks prior to your due date. It is important to have the conversation with your doctor ahead of time as you plan.

If you are on leave using sick leave, do not forget to also apply for the official pregnancy leave and if the baby arrives early, you need to advise HR.

When you return to work, your sick leave will not be pro-rated, you will be given the full accrual of 11 days paid at 100% salary and 120 days paid at 90% salary as well as the five Family Responsibility days.

Please be aware that your absences may be tracked by the Peel Board through the Health Promotion Program. If you do receive a letter from the Board, please reach out to the PETL Vice President on call using petlrep@etfopeel.com to understand your options.

Pregnancy Related - Attending Physician Statement (APS) # 002

Please complete this form in its entirety **if an illness absence reaches or exceeds 5 consecutive days**, to expedite the processing of your claim for sick benefits under the Peel District School Board employment provisions.

(This form is not to be used for workplace related injuries/illnesses: Workplace Safety and Insurance Board – WSIB. Please contact the Abilities Office at 905-890-1010 ext. 2428 to request a WSIB Functional Abilities Form.)

Section A: Employee Information (please print)	
Employee Name:	Position:
School/Department Name:	Employee ID Number P00
Name of Immediate Supervisor:	Employee Phone Number:

Section B: Consent to Release (Employee to sign)		
<p>By signing below, I consent to allow my physician completing this form to provide information to Peel Abilities Office concerning the specific absence from work identified on this form, relevant purpose(s) of determining eligibility for short term disability leave benefits; approving an unpaid medical leave of absence; and/or facilitating an early and safe return to work. I understand that all information will be treated in a highly confidential manner and only information regarding my return to work or any related limitation and accommodations will be shared with my Supervisor. I agree that a facsimile copy or a photocopy of this Form and any other related documents will be considered valid, original copies.</p> <p>Please be aware, your union will be copied on all medical leave of absence correspondence unless you provide a request in writing to the Abilities Office requesting your union representative is not to be provided with such information. You can email your request to the abilities.office@peelsb.com.</p>		
<table border="0"> <tr> <td>Employee Signature:</td> <td>Date:</td> </tr> </table>	Employee Signature:	Date:
Employee Signature:	Date:	

Section C: to be completed by attending physician or health care professional (please print)	
What is the estimated date of delivery/C-Section (dd/mm/yyyy):	First Day Off (dd/mm/yyyy):
<p>Are there medical complications that may affect the outcome of the pregnancy for the mother and unborn child:</p> <p>Hospitalized <input type="checkbox"/> Multiple Births <input type="checkbox"/> OTHER <input type="checkbox"/> _____</p> <p>High Risk Pregnancy <input type="checkbox"/> Workplace Accommodation <input type="checkbox"/> , provide comments below.</p>	
Workplace Accommodation: Please outline medical restrictions and limitations.	

Name of Health Care Provider (please print):	Health Care Provider Office Stamp:
Health Care Provider Signature:	
Date of Assessment (dd/mm/yyyy):	

Please submit the completed APS to the Abilities Office:
Confidential Fax: 905-890-0485 or Scan/Email abilities.office@peelsb.com
Employee is responsible for payment to health care provider for the completion of this Form.
(Employees will be reimbursed by the Peel DSB upon receipt of invoice)

Revision date: March 2018

You apply for **Employment Insurance (EI)** through the Service Canada website on or after your leave date has arrived. If the baby arrives early, your leave date becomes the birth date and you can apply then. The application only stays “live” on their website for 48 hours. Do not wait more than 30 days to apply. You do not need to wait for the baby to be born to apply for EI as long as your official leave date has passed.

There is a **one-week waiting period** for employment insurance so be sure to budget for at least a four-week gap between your Peel pay ending and the EI payments starting.

To qualify for an EI paid leave, you must have worked at least **600 hours (75 full-time teaching days)** in the 12 months prior to your leave starting. Days paid as sick leave are counted toward the 600 hours. Teachers can work as **OTs or LTOs** for Peel or any other Board to reach their required hours, but you cannot accept another permanent job without resigning. Any earnings for casual work will need to be reported to EI if you are in receipt of EI benefits.

Both parents can take parental leaves and they can be taken at the same time or one after the other, but between the two parents there are only 50/76 paid weeks from EI and they must be paid out within the statutory period immediately following the start of the leave.

In Peel, you cannot split up the leave – for example, take the 17 week mat leave, then return for a few weeks and then take the parental leave. Once you return to work, the leave is over.

If the **baby arrives very early**, the Board Human Resources department has indicated:

Please note that in accordance with ESA, employees must begin their pregnancy leave once the baby is born or the latest would be on their due date. They cannot request to go on Critical Illness leave and defer their Pregnancy leave, as this would then forfeit their Pregnancy leave.

If after 17 weeks of pregnancy leave, the baby is still in the hospital and has not yet been discharged, at that time the employee can opt to defer their Parental leave and request for the Critical Illness Leave, if eligible. Once the baby is discharged from the hospital, the Critical Illness Leave would end and the employee must then begin their full Parental Leave (35 week or 61 weeks).

****Update September 2024 – this language is changing and will be updated – continue to connect with HR***

When filling out your EI application on-line:

Teachers work a 40-hour week in Peel and do not receive vacation pay.

Your **Record of Employment (ROE)** will have an S or a W serial number which lets EI know that it will be sent electronically, automatically by the Board to EI and a paper copy will be mailed to you. You can apply without having the paper copy in your hands.

Due to the increasing complexity of options with Service Canada it is a good idea to contact them directly if you feel you have a unique or specific scenario/timing.

For information about the additional five weeks of Employment Insurance called the Parental Sharing Benefit, please review the information posted on Service Canada – <https://www.canada.ca/en/employment-social-development/campaigns/ei-improvements/parent-sharing.html>

In order to qualify for a pregnancy and/or parental leave you must have at least 13 weeks of employment with the school board before the expected date of birth.

Answers to other Frequently Asked Questions:

- During the statutory period of pregnancy/parental leave, you should be returning to a **position** similar to the one that you have left. If you take the unpaid extensions, you would return to your school unless you are otherwise deemed excess due to seniority, but you are not guaranteed a specific position. You can fully participate in the annual Transfer and Surplus process while you are on leave.

If you have concerns that your administrator has changed your position, you would call in to the Local to speak to the PETL Vice President on call using petlrep@etfopeel.com to understand your options.

- **Part-time Leaves** – The Peel Board does not allow a member to return part-time unless they reduce their contract. This can only be done during the staffing process each year.
- **Seniority** – As long as you are an active PETL member or on an approved leave, you continue to accrue seniority as if you are working. You can be deemed excess while on statutory leave and would follow the usual transfer and surplus staffing guidelines.
- **Service** – If you only take the statutory period of pregnancy/parental leave, you will continue to move up the salary/service grid as if you were working. If you take an unpaid extension, this could interrupt your movement not when you return, but in the following year.
- **Union Dues** – You are not required to pay Union dues when on leave
- **OCT fees** – If you are on leave in January, you need to contact the Ontario College of Teachers directly to pay for your annual registration
- **Childhood Diseases** – If you have an immunity concern to Fifth Disease or any other illness, you should have your bloodwork done early in your pregnancy so you do not have the additional worry if there is an exposure at your school. If you are not immune, the Board has a temporary placement process. These forms can be found on the Board's website.

Canada's New Parental Sharing Benefit

The Government of Canada is committed to breaking down barriers to gender equality so that women and girls can participate in, and contribute to, Canada's growing economy—to the benefit of the middle class and everyone working hard to join it.

Budget 2018 proposes a new five-week Employment Insurance (EI) Parental Sharing Benefit that will be available as a “use it or lose it” benefit top-up when both parents agree to share parental leave. The new benefit will be available to eligible two-parent families, including adoptive and same-sex couples.

The new benefit proposes to provide greater flexibility—particularly for mothers—to return to work sooner, if they so choose. It would become available in June 2019.

This type of benefit has been proven to encourage a more balanced sharing of child care responsibilities that goes well beyond the five-week period. Quebec—as well as other countries that have implemented similar benefits—have found that they can play a significant role in who takes time off to provide caregiving. For example, Statistics Canada reported in 2016 that 80 per cent of new fathers in Quebec claimed or intended to claim parental benefits, in part because of leave that was specifically reserved for them. In the rest of Canada, which does not provide second parent leave, this same figure was only 12 per cent.

This benefit would increase the duration of EI parental leave by up to five weeks in cases where the second parent agrees to take a minimum of five weeks using the standard parental option of 55 per cent of earnings for 12 months. Alternatively, where families have opted for extended parental leave at 33 per cent of earnings for 18 months, the second parent would be able to take up to eight weeks of additional parental leave.

The maximum period that any one parent can take of parental leave is limited to 35 weeks under the standard option. To access the additional five weeks of benefits, any combination of sharing will be eligible. For example, this could include 20 weeks for one parent and 20 weeks for the other, or 35 weeks for one and five weeks for the other. Equivalent conditions will exist for parents who choose the extended parental leave option.



Department of Finance
Canada

Ministère des Finances
Canada

Canada

EI PARENTAL SHARING BENEFIT

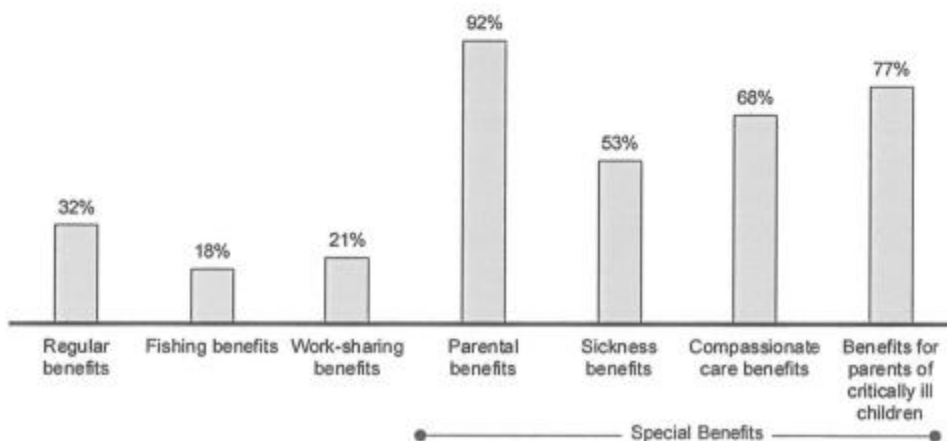


EXTENDED PARENTAL BENEFITS

Equivalent rules would apply to EI extended parental benefits with 61 weeks as the limit for one parent and up to 69 weeks available in total (paid at 33% of average weekly earnings).

Women represented 44 per cent of all new EI claimants in 2015–16, and received 47 per cent of the total amount paid. Of parental benefits, women received 92 per cent of total benefits paid during this period.

Share of Total Employment Insurance Benefits Paid to Women, by Benefit Type, Canada, 2015–16



Source: *Employment Insurance Monitoring and Assessment Report, 2015–16.*

Extended Health and Dental benefits – the Board will continue to cover the cost of these benefits during the statutory period of your leave. Remember to add the baby to your benefit plan(s) within 30 days of the birth. If you take an unpaid extension, you will be contacted by OTIP to pay the premiums. Family Extended Health is \$319.67/month and Family Dental is \$190.48/month.

Life Insurance - Board will continue to cover the cost of the basic life insurance during the statutory period of your leave. If you take an unpaid extension, you will be contacted by OTIP to pay the premiums. If you have **Optional Life insurance**, OTIP will contact you about continuing to pay premium for this coverage.

Long Term Disability (LTD) is mandatory for the first 36 months that you are absent on leave. The Board benefits department will contact you about these premiums. This is a salary-based premium. If you take a year of personal leave following all the pregnancy/parental extensions, the LTD will end and when you return to work you will be placed back in the plan.

Pension – the Ontario Teachers' Pension Plan Board is always available by calling 1-800-668-0105 to explain your buy back options. If you know that you want to purchase the pension monthly while on leave, call them at least 6 weeks before your leave to make arrangements so you do not pay interest. If you know that you cannot afford to buy back the pension immediately, you have up to five years to buy it back. The annual pension contribution is 10 – 12% of your salary. If you do not buy back the year, you would have to work an additional six months at the end of your career to reach your 85 factor.

If you work at least **11 teaching days in a school year**, you will receive one year of pension credit (toward your 85 factor) so teachers leaving mid-year and returning mid-year will likely get service for both years. If you do not buy back the service, you would not be paid as if you had contributed, but you could retire as early as a colleague who had worked.

If you will be absent for a full school year and want an alternative to purchasing the pension, you could opt to work at least 11 supply days to receive the credit toward your 85 factor. If you are buying back the pension or are returning mid-year as described above, this is not a concern for you.

If you want to be considered for **supply work in Peel**, speak to your administrator and ask to be recommended to the supply pool. HR will then advise you of the process.

The Board provides two Supplemental Employment Benefits (SEB top-ups).

FOR ADOPTION and PARENTAL LEAVES – The Board will pay 95% of the EI weekly rate to you for the one-week EI waiting period as long that week falls within the regular school year. This is helpful for couples to help preserve the EI paid weeks.

FOR BIRTH PARENTS/PREGNANCY LEAVES – You are eligible for 8 weeks paid at 100% of your salary minus any earnings from EI from the birth date of the baby. To request this, you need to have your first payment from EI and the baby's birth date. It is requested from payroll. They will not remind you, you must contact them.

Even if you will not qualify for an EI paid leave, you are still eligible for the Board paid top-up, but you must apply for EI and provide payroll with proof that you are not eligible for any EI payments.

SEB benefits are available to members who begin pregnancy leave while on an approved leave.

REQUEST FOR MATERNITY LEAVE TOP UP

NAME: _____

EMPLOYEE # OR
S.I.N.: _____

LEAVE START DATE: _____

DATE OF BIRTH OF BABY: _____

****Also submit document that states your **waiting period and the amount paid.**
This can be found on the Service Canada web site under " My Current Claim "

(Example below)

Mail or fax to : Payroll Office @ 905-890-3976

My Current Claim

Start Date of Claim :	February 07, 2010
Waiting Period :	February 07, 2010 to February 20, 2010
Type of Benefit :	Maternity benefits
Benefit Rate :	\$ 457
Federal Tax :	\$ 55
Weeks of maternity benefits paid :	1
Total Weeks Paid :	1
End Date of Claim :	February 05, 2011
Last Report Processed :	February 21, 2010 to February 27, 2010
Last Report Processed on :	February 28, 2010

*****For Payroll use only*****

Two week waiting period eligible yes____ no____

E.I. Benefits____ / 55% = ____ x 2 = ____ x 95% * = ____

Date paid____ GL____ DAJ 100 = ____

Or *amount____ / 10 (days)x(number of eligible days)____ = ____

SEB Top up

Annual Salary____ /194 = ____ x # of days ____ = ____

-E.I.D. Rate____ Adj. Rate = ____ x # of days ____ = ____

Tax Control____ G/L____ DAJ 101 = ____

Grand Total =====

Leave Checklist ☒

Having read through the information, here is a review list of things to remember to do.

Before the Arrival (if possible):

- ☐ Determine when you want to start your leave (call the Local if you are unsure)
- ☐ Collect the required medical note (due date note) from your doctor or midwife
- ☐ Complete the Board leave request form (found on the PDSB HR website) and attach the medical note referenced above. This should be submitted to your principal no less than two weeks prior to the commencement of your leave, but it is better to provide at least six weeks notice. Once signed, the form should be sent to the HR Assistant for your alphabet through the Board courier.
- ☐ Make a decision regarding the continuation of your pension contributions. You can contact the Ontario Teachers' Pension Plan by calling 1-800-668-0105.
- ☐ Make arrangements with Peel Board Benefits department regarding the continuation of your Long Term Disability premium payments
- ☐ Be sure that the Board has your current address and school location on file so that there is no delay in returning these forms. If you move while on leave you may also wish to notify the Ontario College of Teachers, the Ontario Teachers' Pension Plan Board, and ETFO Provincial of this change.
- ☐ Record all of the pension/LTD withdrawal dates to avoid any missed payments.

After the Arrival:

- ☐ Call the appropriate clerk in Human Resources to report your actual delivery date if the baby arrives prior to your official leave date.
- ☐ Apply for EI benefits within 4 weeks of the leave starting (the Board will automatically mail you a copy of the ROE, but you can apply without it and can apply before the baby is born if your official leave date has passed)
- ☐ Submit your child's information to OTIP and any other insurer for both parents within 31 days of the baby's arrival
- ☐ Submit the proof of payment or denial notice from Employment Insurance payment to the Payroll Department at the Board Office to receive your Supplemental Employment Benefit (top-up).
- ☐ Respond to the leave approval letter IN WRITING (be aware of this deadline!) regarding your intention to return at the end of the original leave period or to extend the leave.

Additional Resources:

Local website: www.etfopeel.com There is a section about pregnancy/parental leaves under Member Services in the public section. To access the Member Secure area, please use log in using your personal login and password. Your login is your ETFO number. If you are unsure of your password, please use the 'Forgot your Password?' link to request a new password. If you continue to have difficulty accessing the Member Secure site please contact the PETL Secretary-Treasurer for support (905-564-7233).

ETFO provides a Pregnancy & Parental Leave Guide to Rights and Responsibilities on-line.