

April 2021

For Secondary Teachers

Dear Member:

These last few years have seen much uncertainty and recent changes to the ESA and EI benefits only makes things more confusing. With the conditions of the MoU, our amended previous Collective Agreement and the OSSTF Central deal, it can be hard to know the benefits available for Maternity/Parental Leaves.

To explain the context, our provisions are a blend of old conditions, relatively new conditions and new conditions. Effective May 1st 2013, significant Collective Agreement changes relating to maternity/parental leave came into effect under a Memorandum of Understanding (MOU). This document blended conditions from new Central language and old Local language. Subsequent negotiations continued these conditions. Our recent 2019-2022 Collective Agreement maintains these provisions as status quo. This means that maternity and parental leave benefits provisions under our contract remain the same as they have been since May 1st 2013.

The MoU outlined the changes to the benefits available for Maternity Leaves under our Collective Agreement. Letter of Agreement #6 of the Central Table deal outlines the modified language to enshrine that these provisions remain status quo. The main provision is for eight (8) weeks of 100% salary immediately following the birth of the child for all permanent teachers as well as some teachers under term contracts. Additional Mat Leave provisions can be found in Article L14.00 of the Local Collective Agreement. (See details on pages below.) Contact the District Office to answer any questions.

However, Pregnancy/Parental leave is governed by federal and provincial legislation as well as our contractual agreements. Recent changes to the Employment Standards Act (ESA) in Ontario as a result of Bill 148 as well as the changes to the Federal *Employment Insurance Act* align the *ESA* with the available Employment Insurance (EI) benefits for employees. I have attached a general information package including excerpts from the Collective Agreement, employment insurance fact sheets, and pension information.

In order to access Employment Insurance (EI), you will need to apply online as soon as you stop working. There have been some significant changes to EI Parental benefits recently (including the 18 month provisions and additional weeks if sharing benefits) so pay close attention to those details. As well, your choices will be determined by your particular individual circumstances rather than one option that is best for all teachers. Therefore, it is important to know the various factors to consider. There are serious financial implications for these decisions so please call the District Office if you wish to discuss the issues. See the pages below for further details of EI.

After the birth, complete the Application for Maternity Benefits – Teaching Staff (attached) in order to receive your top-up. The Board requires all of the same information from you as requested on this form whether you are a Permanent Teacher or a Contract Teacher so all teachers must complete the form and submit it as indicated.

Contact Nicole Bléau at the District Office regarding required medical documentation if you need to access sick leave before the birth.

Note that in L14.03 (a), during your statutory leave year (recently extended to 18 months), full credit continues for seniority and teaching experience. Enrolment in the Benefits Plan can also

continue assuming that you pay your contributions (6% of the total cost of the plan—the same as when you are working) by electronic debit at the commencement of the leave (arranged directly with OTIP).

If you wish to add the baby to your Medi-Dent coverage, you must do so within 31 days of a material change in circumstance, for example, the birth of your child, in order to not be subject to the rules governing late application. Within the 31 day period, you are automatically eligible to change your benefits (adding baby or a spouse or both, or joining the benefits plan for the first time), but after that, your request can be rejected for even the most minor of pre-existing conditions. Since there can be some technical delays within our benefits plan, this window does not begin until you receive your email invitation to make changes to your benefits.

We highly recommend that you continue paying your Long Term Disability premiums. If you choose to discontinue these payments while you are on leave, then you are out of the plan and disabilities which arise during your leave will not be covered. A probationary period will be required upon your return during which LTD claims for pre-existing medical conditions for which you were treated while on leave will not be processed. Contact Rhonda Creagmile (905 666-6414) at the Board office to make arrangements to pay your LTD premiums only.

You are responsible for making arrangements with the College of Teachers for the fees due during the year of your leave if necessary. This is normally paid automatically with a payroll deduction through the DDSB on the first pay in January, but will not occur if you are on leave during that month.

Refer to L14.04 for provisions relating to an extended leave. In addition to the year of extended leave as described in Article L14.04, up to two years of further unpaid leave of absence under Article L13.00 are also available.

OTPP information is included here so that you can arrange to buy back this leave time for pension purposes if you choose. If you choose to continue making pension contributions while on leave or wish to buy back credit at some future date (within five years of the leave), contact the Ontario Teachers' Pension Plan for information and to make arrangements.

You should speak to your doctor with regards to any special considerations that apply to pregnant education workers with respect to communicable diseases in the workplace.

Finally, I offer a Pregnancy/Parental Leave workshop twice a year. Contact the District Office for dates.

Please call the District Office if you need any further help.

Sincerely,

Nicole Bléau,
Benefits Officer
District 13, OSSTF
(905) 668-7100
nicole.bleau@d13.osstf.ca

Checklist for the Process for Pregnancy and Parental Leaves

1. A teacher must give the Board two weeks written notice of the date the pregnancy leave is to begin. Simply apply online through the Portal:
Employee Self Serve → HRP Link (Forms Online) (centre of screen) → Forms Online (left of screen) → Leave of Absence → Reason for Absence: PAR Pregnancy-Parental Leave.
You will need to submit a medical certificate from a legally qualified medical practitioner stating the expected birth date and you can attach your doctor or midwife's note indicating the due date on this page as well.
2. The Board should contact the Ontario Teachers' Pension Plan (OTPP) and indicate that you are beginning your leave. However, you can call them or enter the leave info into the iAccess program at www.otpp.com to begin the process for a quote about the cost of buying back your leave. You can decide to continue your pension contributions during your leave or you have the ability to purchase pension credit later within five years from the end of your pregnancy and parental leave.
3. Apply for EI online at www.servicecanada.gc.ca when you start your pregnancy/parental leave. You can start collecting benefits up to 12 weeks before your due date or at the start of the week you give birth. Service Canada and the DDSB have an electronic record sharing system which arranges for the Record of Employment (ROE) to be sent electronically from DDSB directly to Service Canada.
4. Ensure arrangements for medi-dent /Life Insurance benefits coverage directly from OTIP. If you intend to change from single to family coverage or add to your coverage, you have a 31 day window from the date of birth to make those changes. If you decide to reduce your benefits coverage for the duration of your pregnancy and parental leave, you can request to increase the amount of coverage or change from single to family within 31 days of returning to work.
5. Ensure arrangements for your LTD premiums with the DDSB through Rhonda Creagmile at the DDSB (ext. 6414)
6. Submit the DDSB *Application for Maternity Benefits – Teaching Staff* Form. (Attached)
You will need to provide proof from Service Canada of when you served your waiting period and of your weekly benefit rate as well as proof of the date of birth of the child (see application form for details).
7. Ensure you arrange with the College of Teachers to pay your fee in January if you are on leave for that portion of the year. This can be completed online at www.oct.ca.
8. Contact Nicole Bléau at District 13 (905 668-7100) if you need to access sick leave before the birth and/or if you experience serious medical complications with you or your baby following childbirth.

Terms of Maternity Benefits - Teachers

April 2021

The terms of the MoU regarding Maternity Benefits were implemented starting May 1st 2013 and continue under the Central deal, and allow for the following maternity leave provisions for Permanent Teachers and term contract Teachers in the DDSB:

- Eight (8) weeks of 100% salary immediately following the birth of the child; achieved by the following calculation:
 - EI: a payment from the Government of Canada for Employment Insurance; EI assigns a 1-week unpaid waiting period at the beginning of your leave followed by 15 weeks of EI Maternity Leave payments of ~\$595/week (for 2021) then Parental Leave payments of either 35 weeks (Standard) at ~\$595/week or 61 weeks (Extended) at ~\$357/week followed by 1 week unpaid.
 - Additional weeks available if sharing benefits:
 - 5 extra weeks of Standard, 8 extra weeks of Extended
 - Top-Up: a payment from the DDSB; for eight (8) weeks immediately following the birth of the child, the DDSB will top-up the EI payment to an amount equivalent to 100% of salary.
 - Note: If you do not qualify for EI, you will receive payments from the DDSB equivalent to eight (8) weeks of 100% salary.
 - In the past, the DDSB has issued what is called a “True-Up”, a lump sum payment to cover everything owed you in back pay and top-up pay in order to wrap up your accounts until you come back to work.

EI Waiting Period

If you are on sick leave immediately before your mat leave begins, EI will automatically waive (postpone) your waiting period. Due to our top-up provisions, serving the waiting period allows you one additional week of EI payment at the end of your leave where the postponed waiting period would be. Therefore, you should call EI and indicate that you wish to serve your waiting period. Also, if your partner intends to share your leave, one of you will be required to serve the waiting period at the beginning anyway.

**THIS LOA WILL BE RETAINED IN 2019-2022 COLLECTIVE AGREEMENT FOR
HISTORICAL REFERENCE ONLY**

**LANGUAGE FROM SEPTEMBER 1, 2014- AUGUST 31, 2017, AND EXTENSION UNTIL
AUGUST 31, 2019**

LETTER OF AGREEMENT #6

BETWEEN

**The Ontario Public School Boards' Association
(hereinafter called 'OPSBA')**

AND

**The Ontario Secondary School Teachers' Federation
(hereinafter called the 'OSSTF')**

RE: Status Quo Central Items as Modified by this Agreement

The parties agree that the following central issues have been addressed at the central table and that the provisions shall remain status quo. For further clarity, the following language must be aligned with current local provisions and practices to reflect the provisions of the 2012-13 MOU. As such the following issues shall not be subject to local bargaining or mid-term amendment by the local parties. Disputes arising in respect of such provisions shall be subject to Section 43 of the *School Boards Collective Bargaining Act, 2014*.

1. PREGNANCY LEAVE BENEFITS

Common Central Provisions

- a) The Employer shall provide for permanent and long-term occasional teachers and teachers hired into a term position who access such leaves, a SEB plan to top up their E.I. Benefits. The teacher who is eligible for such leave shall receive salary for a period immediately following the birth of her child, but with no deduction from sick leave or the Short Term Leave Disability Program (STLDP). The SEB Plan pay will be the difference between the gross amount the teacher receives from E.I. and her regular gross pay.
- b) SEB payments are available only to supplement E.I. benefits during the absence period as specified in this plan.
- c) Teachers hired in a term position or filling a long-term assignment shall be entitled to the benefits outlined in a) above, with the length of the SEB benefit limited by the term of the assignment.
- d) Teachers on daily casual assignments are not entitled to pregnancy leave benefits.

- e) The teacher must provide the Board with proof that she has applied for and is in receipt of employment insurance benefits in accordance with the Employment Insurance Act, as amended, before SEB is payable.
- f) Teachers not eligible for employment insurance benefits or the SEB plan will receive 100% of salary from the employer for a total of not less than eight (8) weeks with no deduction from sick leave or STLDLP.
- g) For clarity, for any part of the eight (8) weeks that falls during a period of time that is not paid (e.g. summer, March Break, etc.), the remainder of the eight (8) weeks of top-up shall be payable after that period of time.
- h) Teachers who require a longer than eight (8) week recuperation period shall have access to sick leave and the STLDLP through the normal adjudication process.
- i) If an employee begins pregnancy leave while on an approved leave from the employer, the above maternity benefits provisions apply.
- j) The start date for the payment of the pregnancy benefits shall be the earlier of the due date or the birth of the child.
- k) Births that occur during an unpaid period (i.e. summer, March break, etc.) shall still trigger the pregnancy benefits. In those cases the pregnancy benefits shall commence on the first day after the unpaid period.

Local Bargaining Units will identify which of the SEB plans below apply in their circumstance. The applicable language must be included with the Common Central language above as paragraph I). The full article should then reside in Part B of the collective agreement;

1. A SEB plan to top up their E.I. Benefits for eight (8) weeks of 100% salary is the minimum for all eligible teachers. The teacher who is eligible for such leave shall receive 100% salary for a period not to exceed eight (8) weeks immediately following the birth of her child but with no deduction from sick leave or the Short Term Leave Disability Program (STLDLP). The SEB Plan pay will be the difference between the gross amount the teacher receives from E.I. and their regular gross pay;
2. A SEB plan with existing superior entitlements;
3. A SEB or salary replacement plan noted above that is altered to include six (6) weeks at 100%, subject to the aforementioned rules and conditions, plus meshing with any superior entitlements to maternity benefits. For example, 17 weeks at 90% pay would be revised to provide 6 weeks at 100% pay and an additional 11 weeks at 90%.

Article L14.00 – Pregnancy/Parental Leave

L14.01 Pregnancy Leave

Pregnancy leave of up to seventeen (17) weeks without pay shall be granted to a teacher who has worked for the Board for at least thirteen (13) weeks as follows:

- (a) Pregnancy leave shall be for a seventeen (17) week period or such shorter period as the teacher may request.
- (b) Pregnancy leave may commence no earlier than the day that is seventeen (17) weeks before the employee's due date or the date she gives birth, whichever is earlier, and no later than the date the child is due or the date the child is born, whichever is earlier.
- (c) A teacher must give the Board at least two (2) weeks written notice of the date the pregnancy leave is to begin and submit a medical certificate from a legally qualified medical practitioner stating the expected birth date. Teachers are encouraged to provide the Board as much notice as possible for staffing processes.
- (d) The pregnancy leave may end earlier than planned if the teacher gives the Board four (4) weeks written notice before the desired date of return.

L14.02 Parental Leave

Parental leave without pay shall be granted to a teacher who has worked for the Board at least thirteen (13) weeks as follows:

- (a) Parental leave shall be for up to sixty-one (61) weeks if the teacher has also taken a pregnancy leave, or up to sixty-three (63) weeks if the teacher has not taken a pregnancy leave.
- (b) The parental leave of an employee who takes a pregnancy leave must begin when the pregnancy leave ends unless the child has not yet come into the custody, care and control of a parent for the first time.
- (c) Parental leave may begin no more than thirty-five (35) weeks after the child is born or comes into the custody, care and control of a parent for the first time. Teachers are encouraged to provide the Board as much notice as possible for staffing processes.
- (d) Where possible, the teacher must give the Board at least two (2) weeks written notice of the date the leave is to begin.
- (e) A teacher who wishes to end parental leave sooner than expected may do so if the teacher gives the Board at least four (4) weeks written notice before the desired date of return.

(f) It is understood and agreed that the teacher will give the Board notice of intent to adopt as soon as possible recognizing that it may be necessary for the teacher to commence leave immediately when the child becomes available.

L14.03 Provisions Applicable to Both Pregnancy and Parental Leaves

(a) Seniority and credit for teaching experience continue to accrue during pregnancy leave [as defined in L14.01(a)] and/or parental leave [as defined in L14.02(a)].

(b) A teacher returning from a pregnancy leave or a parental leave in the same school year in which the leave was commenced shall return to the position held prior to the commencement of the leave.

(c) A teacher returning from a pregnancy leave or a parental leave in a school year subsequent to the year in which the leave commenced shall return to the position held at the commencement of the leave, subject to the provisions of Article L4.00.

(d) Salary shall be paid in accordance with the proportion of the year taught.

(e) (i) A teacher who is required to be absent from work because of pregnancy related illness is entitled to sick leave in accordance with Article L11.00 and C9.00.

(ii) Notwithstanding (i), a teacher on pregnancy or parental leave is not normally entitled to sick leave, except in accordance with Article L11.00 and C9.00. The teacher will be required to provide the Board with written verification of the actual date of birth within six (6) weeks of the birth. For a claim of sick leave and pay, the Board will require comprehensive medical certification.

(f) A teacher may be required to submit a written statement of intent to return to work at the end of pregnancy and/or parental leave.

L14.04 Extended Pregnancy/Parental Leave

(a) A parental leave or combined pregnancy leave and parental leave may be extended without pay up to an additional one (1) year on approval by the Board.

(b) A teacher on extended leave shall have the option to continue Long-Term Disability premiums which shall continue to be paid 100% by the teacher.

(c) A teacher may continue on extended leave for the periods of extension set out in L14.04 (a) without loss of sick leave top-up credits accumulated up to the date the pregnancy and/or parental leave commenced in accordance with Part A.

(d) A teacher may continue on extended leave for the periods of the extension set out in L14.04(a) without loss of seniority or teaching experience accrued as of completion of the parental leave or the combined pregnancy/parental leave.

(e) Notwithstanding L14.04(d), if a teacher is requested by the Board and the teacher agrees to extend the parental leave, such request and agreement shall be in writing. The teacher shall be credited with seniority and teaching experience to the extent of the agreed leave in accordance with the provisions of the Collective Agreement.

(f) A teacher returning from an extended leave in the same school year in which the leave was commenced shall return to the position held prior to the commencement of the leave should it remain available.

(g) A teacher returning from an extended parental leave in a school year subsequent to the year in which the leave commenced shall return to the position held at the commencement of the leave, subject to the provisions of Article L4.00.

(h) Salary shall be paid in accordance with the proportion of the year taught.

L14.05 Pregnancy Leave Benefits

(a) The Employer shall provide for permanent and long-term occasional teachers and teachers hired into a term position who access such leaves, a SEB plan to top up their E.I. Benefits. The teacher who is eligible for such leave shall receive salary for a period immediately following the birth of her child, but with no deduction from sick leave or the Short Term Leave Disability Program (STLDP). The SEB Plan pay will be the difference between the gross amount the teacher receives from E.I. and her regular gross pay.

(b) SEB payments are available only to supplement E.I. benefits during the absence period as specified in this plan.

(c) Teachers hired in a term position or filling a long-term assignment shall be entitled to the benefits outlined in a) above, with the length of the SEB benefit limited by the term of the assignment.

(d) Teachers on daily casual assignments are not entitled to pregnancy leave benefits.

(e) The teacher must provide the Board with proof that she has applied for and is in receipt of employment insurance benefits in accordance with the Employment Insurance Act, as amended, before SEB is payable.

(f) Teachers not eligible for employment insurance benefits or the SEB plan will receive 100% of salary from the employer for a total of not less than eight (8) weeks with no deduction from sick leave or STLDP.

(g) For clarity, for any part of the eight (8) weeks that falls during a period of time that is not paid (e.g. summer, March Break, etc.), the remainder of the eight (8) weeks of top-up shall be payable after that period of time.

(h) Teachers who require a longer than eight (8) week recuperation period shall have access to sick leave and the STDLP through the normal adjudication process.

(i) If an employee begins pregnancy leave while on an approved leave from the employer, the above maternity benefits provisions apply.

(j) The start date for the payment of the pregnancy benefits shall be the earlier of the due date or the birth of the child.

(k) Births that occur during an unpaid period (i.e. summer, March break, etc.) shall still trigger the pregnancy benefits. In those cases the pregnancy benefits shall commence on the first day after the unpaid period.

(l) SEB plan to top up their E.I. Benefits for eight (8) weeks of 100% salary is the minimum for all eligible teachers. The teacher who is eligible for such leave shall receive 100% salary for a period not to exceed eight (8) weeks immediately following the birth of her child but with no deduction from sick leave or the Short Term Leave Disability Program (STLDP). The SEB Plan pay will be the difference between the gross amount the teacher receives from E.I. and their regular gross pay.

(m) Effective January 1, 2021 and in accordance with the Ministry of Education's B-Memo 2018:B05, the parties agree as follows:

Where an employee who is eligible for the Pregnancy SEB Plan, identified under Part A and Article L14.05, the Board will issue the following top-up payments subject to receiving the appropriate supporting documentation:

Week 1	100% top up for the one week waiting period. Where a waiting period is not served, the Member will receive the difference between the gross amount the member receives from E.I. and their regular gross pay.
Week 2-8	The Member will receive the difference between the gross amount the member receives from E.I. and their regular gross pay.
Week 9-10	After the 8 weeks of top-up, the board will pay the equivalent of one (1) week of the member's EI amount split up over the following two weeks to ensure that the member does not earn over 100% of their regular gross pay in any given week.

Article L13.00 – Other Leaves of Absence

- L13.01 Applications for leave of absence shall be made in writing to the Associate Director - Equitable Education, as far in advance as possible, and where practicable, three (3) months prior to the time when the leave may be granted.
- L13.02 The Associate Director - Equitable Education may grant a member of staff a leave of absence with pay for stated periods of time for Special or compassionate reasons justifying a longer leave than that provided for in the Sick Leave Plan for Teaching Employees.
- L13.03 Any teacher on leave with pay shall be entitled to 100% credit for the purpose of increment, seniority and teaching experience during the period of the leave and to all employee benefits to which that teacher is entitled unless otherwise provided under this Agreement.
- L13.04 Without Pay
The Associate Director - Equitable Education may grant leave of absence without pay for up to one year, to members of staff, for such purposes as the following:
1. Work Experience [excluding teaching other than occasional teaching];
 2. Special Request
- L13.05 A teacher granted a leave without pay shall not suffer a loss of retirement gratuity, seniority or sick leave top-up credits accumulated to the time of commencement of leave.
- Further, a teacher granted a leave without pay shall be paid a special payment of \$25.00 once, if needed, for Teachers' Pension Plan Board purposes.
- L13.06 The placement of a teacher returning from a leave is subject to the provisions of Article L4.00.
- L13.07 The Associate Director - Equitable Education may suggest a deferment of leave if this appears to be in the best interests of the students and the school system.

Should I continue my Long Term Disability coverage during my leave of absence?

The answer to this question deserves careful consideration.

Long Term Disability (LTD) insurance provides a safety net that will replace a percentage of your salary and provide pension plan protection should you be unable to work because of an illness or injury.

Your LTD plan recognizes that most members are in a highly vulnerable financial position should they be confronted with a loss of income during a lengthy or permanent disability.



While on leave of absence, you have two options:

1. Maintain your LTD coverage by continuing to pay your premiums, **or**
2. Discontinue your LTD coverage by ceasing your premium payments.

When you return to work your coverage will be reinstated and you will be subject to a pre-existing condition clause.

Maintaining your LTD coverage

If you choose to maintain your LTD coverage and you become disabled while on leave, you are eligible to apply for LTD benefits. There will be no break in your coverage and you will not be subject to a pre-existing condition clause upon your return to work.

Example 1:

Tracey is diagnosed with cancer during her leave of absence. While undergoing cancer treatment, her leave of absence ends and she is unable to return to work. As Tracey maintained her LTD coverage during her leave, she is eligible to apply for LTD benefits. The benefits, payable on or after the date her leave is scheduled to end, will help her replace her income while she is unable to work.

Discontinuing your LTD coverage

If you become disabled while on leave, you will not be eligible for LTD benefits. Upon your return to work, your coverage will be reinstated and you will be subject to a pre-existing condition clause if you become disabled within 12 months from the date of reinstatement.

What is a pre-existing condition?

This is a disability arising from illness or injury for which you obtained medical care during the 90 day period before you become re-insured.

Example 2:

Tracey is diagnosed with cancer during her leave of absence. Tracey did not maintain her LTD coverage during her leave, therefore, she is not eligible to apply for LTD benefits to help her replace her income if she is unable to return to work. If Tracey returns to work after her leave of absence ends, her LTD coverage will be automatically reinstated, but if Tracey has to discontinue work less than one year from her reinstatement of insurance date, her benefits will be subject to a pre-existing condition clause. She can apply for LTD, but if it is determined that her medical condition is pre-existing, her LTD application will be declined.



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Application for Maternity Benefits – Teaching Staff

Name: _____ S.I.N. _____ ID# _____

According to the terms and conditions of the Maternity Benefits as in the Memorandum of Understanding and the Collective Agreement, I hereby apply for maternity benefits from the Board.

In accordance with this plan, I hereby agree that:

- A. I will return to work (prior to submitting any resignation) and remain in the service of the Board (in accordance with the terms of my Contract/Terms & Conditions of Employment) after returning from my Pregnancy/Adoption Leave (and from any subsequent additional leave granted by the Board under my Contract/Terms & Conditions of Employment); and
- B. Should I not comply with (A) above, I shall reimburse the Board any monies paid to me under this plan.

Signature: _____ DATE: _____

The maternity benefits available to you, effective May 1, 2013 are:

1. Supplemental Employment Benefits (SEB) - benefit paid by the Board to top up your EI weekly rate to your normal weekly salary. This is payable for a maximum of eight weeks from your baby's date of birth or the start of your leave.
2. If you are NOT eligible to receive Employment Insurance (EI) benefits you will receive eight weeks of salary paid at 100%.

What 4 documents must I send in to apply for these two payments?

- 1) This SEB application form
- 2) Proof from Service Canada of when you served your waiting period.
- 3) A copy of your first bi-weekly stub from Service Canada showing your weekly benefit rate.
- 4) Proof of the date of birth of your child/children.
- this can be a Doctor's note, hospital discharge papers, birth certificate, or health card as long as the date of birth is shown.

What if I am not eligible to receive Employment Insurance Benefits?

If you are not eligible to receive Employment Insurance Benefits, submit this form along with proof from Service Canada that you are not eligible to receive benefits. You must notify of the date of birth, as soon as possible after the birth of your baby.

Where or to whom do I send my application and supporting documents?

teaching.records@ddsb.ca employee.records@ddsb.ca

To be completed by the Board:

Regular SEB payment \$ _____ Processing Clerk _____

Date: _____ Signature for the Board _____

I am going off on Maternity / Parental leave what steps do I need to take?

The first thing to do:

- apply for your Pregnancy/Parental leave on Leave of Absence Request Data base (LOARD)
- include a note from physician or midwife indicating the approximate date of delivery.
- copy of the leave approval letter is sent to Employee Services from Operations to begin the process for payroll. Pension and benefits.

Once you have finished working:

1. Apply for Employment Insurance (EI) benefits through **Service Canada**.
 - online at www.servicecanada.gc.ca
 - in person at any Service Canada office in your area.

Important to note that your Record of Employment (ROE) is sent electronically from our payroll department to the Service Canada data bank, you won't receive a hard copy. This process is very efficient and provides Service Canada with the data they require to move forward with your claim.

2. Respond to notification from payroll/benefits about continuing or waiving benefit coverage and pension payments.
3. Apply for SEB payments with all relevant documentation, after your baby is born.
4. Update dependent enrolment information to ensure that your child is covered by your benefits plan.
5. Any changes to your approved leave date(s) must be requested through LOARD.

Revised

Dec. 2, 2015

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Durham-District-School-Board/447874875238636](https://www.facebook.com/pages/Durham-District-School-Board/447874875238636)



www.youtube.com/DurhamDSB

How to Register

To register for *iAccess Web*:

- 1. Make sure you have an active email account.
- 2. Contact us by telephone at 416 226-2700 or 1 800 668-0105 between 8:00 am and 5:30 pm ET from Monday to Friday.
OR
Fax or mail us the completed [registration form](#) .

We'll set up your account and send you an account number and instructions on how to activate your account by email.

- 3. Use your account number to activate your account.
After you activate your account, we'll send you a password by email.
- 4. Use your account number and password to sign in to *iAccess Web*.

Back

Buying Back My Pension: Is It for Me?

Info obtained at www.otpp.com

Note: Example provided is for OTTP, but OMERS numbers would be quite similar.

For a full-time teacher with a salary of around \$78,000, making up for a year's gap in your pension typically costs about \$10,000.

If you're like many teachers, paying for that \$10,000 leave could increase your pension by about \$1,800 each year.

Most of our retired members collect a pension for about 30 years, so paying for that leave today could mean you'll get as much as \$56,000 more throughout your retirement.

A few things to keep in mind:

- Your pension is about as close to a guaranteed investment as you can get. When you retire, your monthly payments will be determined by a formula, not the ups and downs of the market.
- Paying for your leave will increase your service credit. The more service credit you have, the bigger your pension.
- To maintain your retirement goal, consider paying for your entire leave.
- Why not just work an extra year to make up for your leave? Let's face it, the closer you get to your 85 factor, the more valuable retirement will likely be.
- You can pay for as little or as much of your leave as you want. You'll receive service credit that is proportional to the amount you've paid.
- You have up to five years from the end of your leave to pay.
- Interest will be applied to the cost of your buyback beginning the first of the month following the end of your leave.
- Pay for your leave with cash (online banking or cheque), RRSPs or a combination of both. You can't pay with a credit card or through payroll deduction.
- If you decide to pay for your leave, it's best for you to tell OTTP by April 30 of the calendar year following the year your leave ends. This'll make your tax situation less complicated.

The cost

Let's say you took one year away from full-time work. Your salary, as reported by your employer, was around \$78,000 before your leave. To get a rough idea of how much your leave would cost, multiply the salary you earned before your leave by the contribution rate(s) for the leave period you're paying for (OTTP base contribution rate for 2020 is 12%).

\$78,000 X 12% = \$9,360 plus interest