

Pregnancy, Parental, and Adoption Leave

Information Kit for Members



October 2011

Congratulations!

The arrival of a new child is such an exciting and overwhelming time. With all of the decisions you need to make right now – from which stroller is the best, to the paint colour in the nursery – it can be difficult to focus on the details of applying for and planning your pregnancy/adoption/parental leave.

We hope the decisions surrounding your leave will be made easier with this booklet.

Enjoy your time with your little one. As educators, we know only too well how important this time is.

Happy parenting!

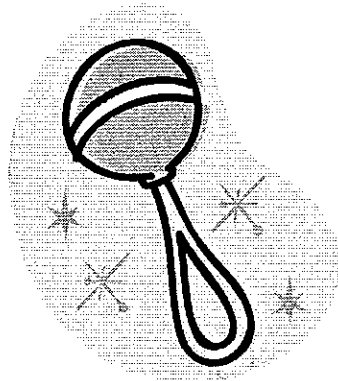


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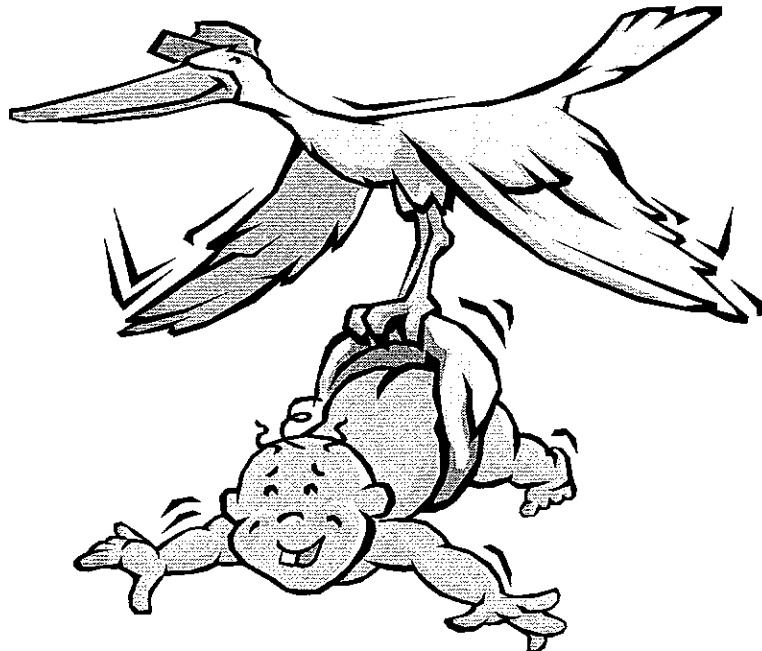
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Introduction

This booklet has been designed to provide the information expectant parents need in order to make decisions about adoption, pregnancy, and parental leaves. While every attempt is made to keep this information current and valid, *we can take no responsibility for outdated details.*

This booklet explains the legislative and contractual obligations of the Peel District School Board, the protocol for applying for a leave, and helpful tips based on questions members have asked the Local. Use this information as a guide to understanding general circumstances. It is important to recognize that some circumstances are unique and will generate a different outcome. If you have questions not addressed in this guide, please feel free to contact the Member Services Manager at the Local office for assistance.

For the purposes of this book, the term "Leave" will refer in general to Adoption Leave, Pregnancy Leave, and Parental Leave unless otherwise stated.



Section I Before You Begin Your Leave

There are two processes to consider when applying for your leave. The first is applying to the Board for an unpaid leave of absence and the second is applying for the federal government Employment Insurance (EI) maternity and parental leave benefits.

Qualifying for a Leave

You qualify for an **unpaid** leave of absence if you have been employed by the Peel Board for at least 13 weeks prior to the expected birth date. There is no service time requirement between pregnancy leaves.

You qualify for a leave of absence AND EI income if you have worked at least 600 hours in the 52 weeks prior to the commencement of your leave. The 600 hours is calculated based on an 8-hour full-time teaching day, therefore, you need to work 75 full-time teaching days to qualify for EI benefits. These hours can be accumulated from actively working as a contract or occasional teacher or by using paid sick leave credits.

If you are unsure if you meet the working time requirement, you should contact Service Canada directly requesting that they review your employment information. The contact numbers for Service Canada are listed in Appendix 4. If you are working in another job where EI deductions are being taken, these hours may also count toward your total and can be confirmed with EI.

When can I begin my leave?

You can begin a pregnancy leave anytime up to 17 weeks before your due date, however, the paid EI benefit does not begin until 8 weeks before your due date.

Your leave must begin no later than either your due date or the day the child is born, whichever comes first.

Your due date does not need to match your leave date. You can choose to begin your leave as noted above as long as the leave does not begin any later than your due date or the day the child is born, whichever comes first.

Using sick leave before my leave?

If you have medical reasons for being unable to work before your due date, you may use your sick leave. If you do not have enough sick leave to pay you through to your due date, you will need to decide whether to a) take an unpaid medical leave from the Board and apply for up to 15 weeks of EI sick benefits until you give birth or b) commence your regular EI pregnancy and parental leave early, based on the qualifying criteria above. In either case, it would be wise to call the Member Services Manager at the Local to discuss your options. The main consideration is that you would be required

to pay for your extended health, dental, and life insurance premiums if you choose to collect EI sick benefits.

You will be required to provide a medical note if you are accessing sick leave prior to your pregnancy leave. **This note should be obtained at the time your physician advises you to stop working.** The note should be sent to the Disability Management Co-ordinator at the Board Office. You then notify your principal by email or phone call to advise them of your absence and confirm how they would like the vacancy entered in the PAM system. In some cases, an LTO teacher may be called to start the coverage early.

When do I give my notice?

You must give a minimum of 2 weeks notice to the Board before your expected leave begins. However, to ensure your payroll and benefits changes happen smoothly, it is advisable to give the Board at least six weeks notice of your upcoming leave. As well, your administrator cannot post your position until your signed application form has been received in Human Resources. Six weeks allows everyone to prepare for your leave.

If your baby arrives earlier than expected, the dates will be adjusted as required. There is no penalty for not giving notice when a baby is early or there are complications which impact your due date. Please call the Board's Human Resources department if the baby arrives earlier than your original leave date. Your dates will be changed to reflect the earlier birth date. Your return to work date will also change and be based on the new leave date.

To whom do I give my notice?

You complete the Application for an Unpaid Pregnancy/Adoption/Parental Leave form (see Appendix 1) and attach a medical certificate identifying your expected due date (expected date of confinement). This note can be written by either a physician or midwife and should refer only to your due date. The completed form is then given to your Principal or Supervisor for their approval.

If you are also experiencing medical complications, do not include this information on the due date note. This medical condition should be documented separately at the time that you are experiencing symptoms. **This note should be provided by a physician and should be sent to the Disability Management Co-ordinator at the Board Office.**

Once the application is completed and signed by both your Principal and you, it is sent to the appropriate Human Resources Office Assistant. It is always advisable to keep copies of any documents that you are submitting to the Board.

The appropriate leave request form is available from your Principal and on the Board's intranet under Human Resources Leave Forms:

http://inet.peelschools.org/departments/humres/forms/documents/preg_for.pdf

Adoption

If you are required to travel to another country prior to the child coming into your care and custody, the Board will allow you to take an unpaid leave of absence for the period of time that you are required to be away.

Filling Out the Leave Application Form (see sample Appendix A)

Please ensure you provide Human Resources with your most current address and phone number on the form. Your employee group is Elementary Teacher. If you are itinerant, please let them know which Board courier location you use so there is no delay in receiving correspondence. If you have already stopped working due to illness when you are completing the form, please make a note that any correspondence should be sent to your home.

The Leave of Absence form asks you to specify your start and end dates for the leave period. You may apply for:

- 17 Week Pregnancy Leave (only if you are the birth mother);
- 35 Week Parental Leave (may be combined with 17 Week Pregnancy Leave);
- 37 Week Adoption Leave;
- 37 Week Partner's Parental Leave.

For birth mothers, the parental leave must follow immediately after your pregnancy leave. The parental leave for anyone other than the birth mother must commence within 52 weeks of the birth of the child or in the case of adoption, the date the child came into the home.

On the form, indicate the day your leave will begin (the first day you are not being paid by the Board) and provide the end date (final date absent from work).

If you wish to return to work before the 52 week statutory leave is over (or sooner than a date provided on the original form), you must give the Board a minimum of 4 weeks written notice of this change. If you are uncertain whether to take the full year or return at an earlier date, the Board would prefer that you choose the sooner date and then extend when you are sure of your plans instead of asking for the full year and then returning earlier.

Keep in mind:

- i) The application is an official document, and while some changes *may* be made, you should be fairly certain of your intentions before submitting this form. If you are unsure, please call the Local and we will review it with you.
- ii) If the baby is expected in the summer months the return date is 52 weeks after the leave began, e.g., Leave begins on July 15, the Leave end date is July 14 *not* September when school begins. This ensures there is no break in employment service and benefit coverage.

- iii) You will receive a letter from the Board confirming your leave dates. Please review these for accuracy. On the bottom of this letter you will be given a date when you need to notify HR in writing of the date that you plan to return to work. Remember to keep this letter in a safe place and return a copy of this completed form by the date specified. A sample of this form is included. See Appendix 1.
- iv) EI leaves are generally calculated from a Monday so if you can end your active work on a Friday, it provides a clear start for your EI waiting period the following Monday.

Parent at the Birth of a Child or Adoption

Under the Leaves of Absence guidelines as a parent other than the birth mother, you are eligible for two days (Parent at the Birth of a Child or Adoption) leave of absence without loss of pay or use of sick leave accrual. You cannot take these two days and transition straight into a parental leave so it is best to take the two days and then begin a parental leave a short time following the original two days of absence. These days are PAM code 17.

Paying Into Your Pension

You will be contacted by the Ontario Teachers Pension Plan Board and asked if you would like to continue to contribute to your pension while you are on leave. They will explain your options for buying back your pension if you choose not to contribute during your leave. For more information on which alternative best suits you, you may wish to speak with the Ontario Teachers' Pension Plan Board (OTPPB) (the contact information is in Appendix 4). We recommend that you continue to make pension contributions if possible.

Benefits

Extended Health, Dental, and Life Insurance benefit premium costs continue to be provided by the Board while you are on the statutory 52 week leave or 37 weeks in the case of adoption or parental leave if these benefits are active at the time you begin your leave. If you are less than full-time, you can continue to contribute your usual portion of the cost to continue receiving these benefits.

If you later decide to apply for an extended leave, you will be given the opportunity to continue your benefits by paying the full cost of an active member premium. This is approximately \$500 per month for family health and dental coverage.

You must add your new child to the extended health and dental plans within 31 days of birth or adoption. For PETL members, please contact OTIP, our benefits' administrator. Please also remember to contact your partner's plan (if applicable) even if you both have coverage through PETL you will both need to add the baby to your own coverage. A copy of the OTIP form is included in Appendix 1 and can be obtained by contacting OTIP insurance using the contact information listed in Appendix 4.

Be sure to look into our Group Benefits Plan before you go to the hospital. At the time of publication, you are entitled to a semi-private room during hospitalization. You may want to consider upgrading to a private room and paying the difference. It may be worth asking the hospital how much an upgrade would cost ahead of time.

Long Term Disability (LTD)

Long Term Disability is a member paid plan which provides income if you become disabled or are unable to work due to serious illness/injury. **It is recommended that you maintain this coverage while on leave.** LTD benefits are not payable to you while you are on your approved leave, however, you can serve your waiting period for benefits while you are on leave. If you are not able to return to work as scheduled, you may be able to transition directly to LTD benefits if your application has been approved.

If you become ill or sustain a serious injury while you are on your leave of absence, it is advised that you call the Member Services Manager at the Local as soon as possible to discuss your options. Do not wait until your leave has expired.

If you choose to waive your LTD coverage and subsequently become ill or disabled while on leave, you would not receive an LTD benefit if the illness keeps you from returning to work. In addition, a "pre-existing condition" clause will apply to you for the first year after the date your benefits are reinstated. LTD premiums cannot be reinstated until you have actively returned to work (sick leave usage does not constitute an active return to work).

Supplementary Employment Benefit (SEB)

The Supplementary Employment Benefit has two parts:

- A. During the two week waiting period for pregnancy or parental benefits under Employment Insurance (EI) regulations, the teacher will receive 95% of their normal weekly insurable earnings. Your "normal weekly insurable earnings" is the weekly rate that EI will be paying you, not your regular weekly Board salary.

This means that if you have stopped work, have stopped being paid by the Board, and have not yet had the baby, the Board will pay you 95% of the weekly EI benefit for which you are eligible during the waiting period for EI benefits.

- B. During the six weeks immediately following the birth date of the baby, the birth mother shall be eligible for 100% of her normal weekly earnings minus the EI benefits the teacher receives in respect of that period. For further clarity, the combined level of EI benefits, SEB payments, and other earnings shall not exceed 100% of the teacher's normal weekly earnings. Where this benefit period overlaps with the period described in A), this benefit shall be provided.

The SEB plan will not be paid for any day which falls outside the teacher's school's normal instructional and PA days.

To approximate the number of days you will be eligible for benefit B), count 30 weekdays from the date of the baby's birth. Then cross off any of these days that are not teaching or PA days. The remaining days are eligible for SEB payment.

To receive any type of SEB benefits you need to apply by contacting the payroll department and providing them with proof that you have served the EI waiting period and your weekly benefit amount as well as the birth date of the baby.

What if I do not qualify for the SEB plan, but wish to access Sick Leave Following Delivery ?

If you do not qualify for EI benefits because you have not worked the required 600 hours to qualify for EI, you may choose to use sick leave following childbirth. Recent arbitration decisions support a woman's right to access sick leave (generally for a period of 6 weeks) following the birth of a child. Because of this, you are able to use sick days as part of your leave commencing at the birth of your child.

Check the Board's MyVista system for your Statement of Deposit, Earnings & Deductions to determine how many sick days you have available.

This means that:

- you will be paid your full-time salary for the sick days taken.
- your available sick days will be reduced by the number of days taken.
- the sick leave taken is included as part of the 52 week statutory leave.

You are not obligated to use the sick leave. You may choose to take a portion of this time depending on the number of sick leave credits you have. In order to use these sick days, you must have a letter from your physician, obstetrician or midwife outlining your "date of confinement" and attach this to the Board application for Pregnancy/Adoption/Parental Leave form and complete the section specifying the number of sick days you wish to use.

You can only access the sick leave for the school days which fall within the 6 weeks following the birth of your child. You cannot use sick leave for any day which falls outside the teacher's school's normal instructional and PA days.

Summer Births

If your maternity leave begins during the summer, the Board deems the employment "broken" so they pay out all the monies to the employee that would be owing for the remaining summer payrolls, hence paying the employee in full. The Board then completes the Record of Employment (ROE) stating that the employee is insured to the end of August but that the leave will begin before then (depending on the date indicated on your leave form). You are then entitled to benefits from EI from the start of your leave without an overpayment situation occurring.

Example: A teacher's leave starts on July 7. The payroll department would pay out three pay periods on July 11 (the next payday). The Record of Employment (ROE)

would have the last day paid as August 31 and in the comments section of the report the Board will state "employee on pregnancy/parental leave effective July 7 onwards, less the waiting period." E.I. waiting period would commence as of July 7.

Section II When You Take Your Leave

Before You Leave the School

There are so many things to do to wrap up before your baby arrives. In order to feel organized and prepared for your eventual return to work, you may want to:

- remove your personal belongings and personal teaching resources from your classroom and store them at home or another safe location. Teachers put a lot of money into their resources and many can "disappear" if we are not there to watch them carefully;
- you may wish to set your Board email to auto reply to indicate that you are away;
- have any marks that you have accumulated in a safe place for the next teacher;
- you must provide copies of three days of detailed day plans when you stop working as well as any long-range or short-range plans that would be important for the next teacher. He or she may not opt to use them fully, but they may ease the transition for him/her at the beginning.
- Once you have begun your leave, you are not required to continue marking or entering report cards or to attend meetings at your location. If you have a concern about this transition, please contact the Local and we will provide some direction for you.

How Do I Apply for Employment Insurance (E.I.)?

Birth mothers can begin their leave up to 8 weeks prior to the due date of their child. You can phone the Human Resources and Social Development Canada (HRSDC) Office (1-800-206-7218) or check their website at www.hrsdc.gc.ca to locate the office in your area. You may go yourself, but get there very early! Waiting periods can be as long as 4 hours - with a new baby this may be unreasonable. An easier option is to write a letter enabling someone to apply in your stead or the most popular option is to apply on-line.

Please note that a delay in filing your EI claim for benefits beyond 4 weeks from the time your leave began may cause loss of benefits.

When your leave is approved at the Board level, a copy of your Record of Employment (ROE) will be sent to you from the Payroll Department. The form is issued when your earnings cease. If you are using sick leave prior to your leave, the ROE will not be issued until the sick leave has ended. The Board will send an electronic copy of the ROE directly to EI so you do not need to send a copy. You do not need to wait to receive the paper copy from the Board before applying for EI benefits.

When applying for EI on-line, after initializing the application, it will only remain 'live' on their system for 48 hours. You cannot apply until after you have stopped being paid by the Board so you cannot complete the form more than 48 hours prior to your last paid day with the Board. You do not have to wait for the baby to arrive before applying for EI, you just need to ensure that your pay with the Board has stopped.

What If My Baby Is Early?

If your baby arrives early, your pregnancy leave begins when the baby is born. If your baby is born before the date stated on your Record of Employment, you will need to call the Human Resources Office Assistant assigned for your alphabet and request that a new ROE be issued.

What If My Baby Is Late?

Your pregnancy leave will commence on the start date indicated on your leave of absence form. If your baby is late, your leave begins and ends with the dates on your original form that you submitted and not with the birth of the child.

What If I'm Hospitalized During My Pregnancy?

If you have to be hospitalized during your pregnancy, you will be eligible to use your sick leave with the written support of your doctor. If you do not have enough sick leave to take you to the original leave date, you may apply for EI sick leave benefits until the date your pregnancy leave begins or the birth of your child (whichever is earlier). Once sick leave credits run out, ask the Board for your ROE and apply to your local HRDC office.

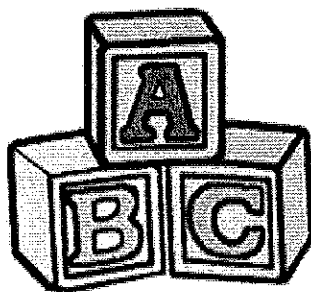
If this is your situation, you may wish to call the Local and speak to the Member Services Manager to discuss your options and choices.

What If Something Happens To The Baby?

In the event that you experience a miscarriage or stillbirth, you are entitled to benefits under the following circumstances:

- i) If the stillbirth / miscarriage occurs earlier than 19 weeks, you may access sick days and/or EI sick leave benefits.
- ii) If the stillbirth / miscarriage occurs after the 19th week of pregnancy you qualify for the 17 weeks of pregnancy leave.

If medical circumstances render you unable to return to work, you may apply for an additional period of leave of absence with medical support from your doctor.



Section III While You are on Leave

Returning To Your Position

Under the provisions of the Employment Standards Act you are entitled to return from a statutory leave to the position you held immediately prior to beginning your leave as long as that position exists in the school. For example, this means that if you were teaching grade 2 when you went on your leave and there is a grade 2 position in the school when you return, the position must be given to you. If there is not a grade 2 position in the school, then a comparable position must be assigned. This is further explained in the PETL Collective Agreement 10.01(g).

If you are concerned about a change in your teaching assignment, please call and speak with the liaise at the Local assigned to your school.

Extending Your leave (Unpaid extensions)

If you wish to remain absent beyond the statutory 37 or 52 week leave, you may apply to the Board for an extended Leave of Absence without pay (see collective agreement clause in Appendix 2). You are kept on your school's staff organization plan while on an extended parental leave even if you decide to take the full two extensions beyond the initial statutory leave.

After you have completed your first 37 or 52 week leave, you may extend to the next school break. You would generally return to work immediately after the school break in January, after the March break or in September. If you are not sure about your plans, the Board would prefer that you choose the shorter period and continue to extend.

Members who wish to take a second extension must take the full year from September to the following August and cannot return early from this extension. Extended parental leaves are described in the PETL Collective Agreement 10.01(h).

Human Resources will provide you with the date you need to notify them of your plans so please read your paperwork carefully and keep the letter so that you can consult the dates during your leave. If both parents work for the Peel Board, only one parent can take the unpaid extensions to their leave.

Ontario Teachers' Insurance Plan will contact you regarding payment of your benefits while you are on an extended leave. A member who suspends her/his benefits while on

leave may reinstate benefits upon returning to work. Members should be aware that reinstating benefits or enrolling after benefit coverage was waived, can be done only at specified times.

Reducing Your Contract / Transfer Process

The Voluntary Transfer process (“pink sheets”) is guided by the G-32 memo which arrives in schools before the December break.

If you are returning from a leave and wish to remain at your school, but reduce your contract, it is important that your principal be informed by the date specified in the G32 memo so that she/he can attempt to accommodate this change to the staffing plan. If she/he is unable to accommodate your request at the school you may wish to apply to positions on the pink sheets.

If after a leave you wish to change locations, you would also follow the G-32 memo. To obtain a copy of either the G-32 Memo or the pink sheets you can contact your school or you can also access these documents on the Peel Elementary Teachers’ Local website listed in Appendix 4. They are also available on the Peel Board intranet.

Being Declared Excess

If you are deemed to be excess through either the transfer and surplus process or September reorganization, you will be placed in a new position. Being on a parental leave does not protect your position at your school. If you find yourself in this situation, please call the Local and discuss your specific circumstances with the liase at the Local assigned to your school.

What If I Become Pregnant While I’m on Leave?

You are entitled to an unpaid pregnancy and parental leave if you become pregnant while on statutory or extended leave. File the forms with the Board and the leaves cycle will start for the new child. You can choose to access your sick leave following the birth as outlined in the section on Supplemental Employment Benefits.

In order to have a paid statutory leave, you must work 600 hours in the 12 months prior to the new leave start date. Remember that if you choose to return to work from a leave early, you must provide a minimum of 4 weeks notice to the Board.

In Peel, one full teaching day is 8 hours. You must work 75 full days to accumulate 600 hours for EI purposes.

Teaching While On Leave

You may do occasional teaching work while on leave. Day to day occasional work or a long term occasional position can be accepted with the Peel Board or another District School Board. You cannot accept another contract/permanent position with a different school board until you resign from Peel. The Collective Agreement (Article 16.01)

requires that a teacher shall give not less than thirty (30) days notice of a resignation or retirement if you wish to take a permanent position with a different Board. Working as an occasional teacher will be counted toward your 600 hours.

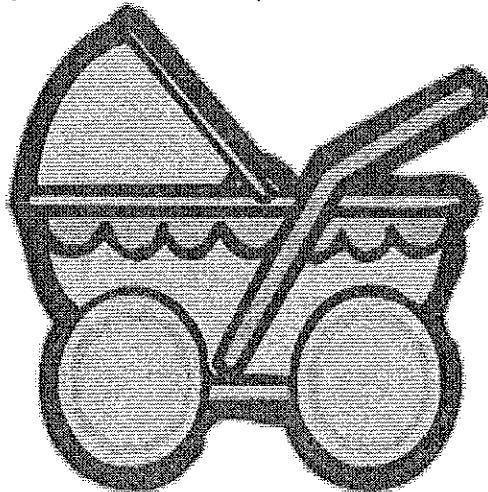
Please be aware that if you encounter a professional issue while you are supply teaching, you will need to contact the Peel Occasional Teachers' Local by calling 905-568-9937.

Having paid employment will impact EI benefits. Please be sure to confirm the rules for working while on an active EI claim prior to commencing any paid work.

Staying In Touch

- While on leave, it is in your professional interest to keep abreast of the issues in education and with the Board and your Local.
- One of the best sources of current information such as Local newsletters, benefits announcements, and publications is the Local's website www.etfopeel.com.
- If you do not have a password to access the Member Secure Area where teacher sensitive information is posted, either call the Local and ask to speak to the Treasurer or email treasurer@etfopeel.com.
- Be sure that you continue paying your fee to the Ontario College of Teachers. Remember, if you are not being paid by the Board in January, the regular deduction will not be taken so you will need to arrange payment directly with the College. Contact information is listed in Appendix 4.
- It would also be worthwhile to take some time to read through the ETFO magazine *VOICE* and other professional publications.
- Please note that if you want to reduce your contract or apply for a different position for your return from leave, you need to adhere to the usual job posting timelines outlined in the G-32 memo. This information will be posted on the Local website.
- While you are on an approved leave, you are not required to pay union dues.

Please check the Local's calendar at www.etfopeel.com and sign up to attend one of the regular pregnancy and parental workshops for more information.



Appendix 1: Sample Leave Forms

- 1. PDSB Pregnancy/Adoption/Parental Leave Form**
- 2. PDSB Leave Approval Letter**
- 3. PDSB Benefits Explanation Letter**
- 4. PDSB LTD Benefits Chart**
- 5. PETL LTD Continuation Letter**
- 6. OTIP Premium Reinstatement Letter**
- 7. TPP Buyback Enhancements Information**
- 8. OTIP Group Coverage Change Form**
- 9. OTIP Benefit Continuance Election Form**
- 10. PDSB Request for Maternity Leave Top-up**
- 11. OTIP Information for EI Sickness Benefits**

**PEEL DISTRICT SCHOOL BOARD
PREGNANCY/ADOPTION/PARENTAL LEAVE**

FORM 2

EMPLOYEE INFORMATION

Name _____ Employee # _____
Work Location _____ Position _____
Home Address _____
Telephone _____

S A M P L E

LEAVE REQUEST

DO NOT INCLUDE SICK DAYS IN THIS REQUEST

- 17 WEEK PREGNANCY** From _____ To _____
Medical certificate with expected date of birth is required. 17 week pregnancy leave must begin on or before the child's birth
If baby is born prior to the start date of your leave, please contact Human Resources with the delivery date.
- 35 WEEK PARENTAL** From _____ To _____
Taken immediately following 17 week pregnancy leave.
- 37 WEEK ADOPTION or** From _____ To _____
Proof of custody of child required.
- 37 WEEK PARENTAL** From _____ To _____
Proof of birth of child is required for parent not taking 17 week pregnancy leave.

Effective September 1, 2005, during the six weeks immediately following the birth of a child, the child's natural mother shall be eligible for 100% of her normal weekly earnings minus the E.I. benefits the employee receives in respect of that period. For further clarity, 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 two week waiting period, only the 100% top up shall be provided.

If you do not qualify for E.I. benefits, you may choose sick leave following childbirth:

- Sick Leave - Requested No. of Days _____ (maximum of 30 days)**
(Up to 6 weeks following childbirth dependent on a sufficient bank of sick leave credits and only applicable if the time falls within your normal scheduled work period.) Enclosed is a medical certificate indicating I require 6 weeks off to recover from childbirth (can be combined with above certificate)

N.B. Please notify Human Resources of delivery date to activate sick leave.

Board Policy #23 states that leaves will not be approved to pursue employment that is in direct conflict with the interests of the Peel District School Board or public education.

Employee's Signature _____ Date: _____

APPROVALS

Supervisor's Signature _____ Date: _____

Human Resources' Signature _____ Date: _____

November 16, 2009



5650 Hurontario Street
Mississauga, ON, Canada L5R 1C6
1905.890.1010 1.800.668.1146
1905.890.6747
www.peelschools.org

Name
Address

Dear Name :

Your pregnancy leave will be in place for the period DATE to DATE and a parental leave for the period DATE to DATE inclusive has been approved.

Please note the following important points:

- should your baby arrive early notify Human Resources to avoid overpayment;
- you will be contacted by OTIP and/or our Benefits Department to make arrangements for ensuring continuous coverage for any benefits 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:
 - > 95% of your normal weekly insurable earnings during the two week waiting period;
 - > 100% regular salary minus the E.I. benefits, for the six weeks immediately following childbirth. You will need to provide the Payroll department with the date of birth and proof of E.I. eligibility.(ie: the receipt from your first Employment Insurance cheque). If you do not qualify for E.I. benefits, you may apply for up to six weeks of sick days following childbirth. Sufficient sick leave credits must be accumulated and the sick days must fall within the normal schedule work period.
- The record of employment (ROE) that you require for your E.I. Claim is submitted electronically to HRDC – Employment Insurance by our Payroll department. A printed copy of the record of employment is not required in order to apply, however, a copy will be sent to your home address as well as the SEB request form. You may apply for your E.I. benefits on-line 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 activated until notification is received.**

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

Yours truly,

SAMPLE

Name
Human Resources Support Services

c: Principal, School
File

PLEASE RETURN THIS FORM NO LATER THAN: Date

Name _____ **School** _____

I will be requesting an extension until _____

OR

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

Signature

Trustees
Janet McDougald, Chair
Ruth Thompson, Vice-Chair
Valerie Arnold-Judge
Beryl Ford
David Green
Steve Kavanagh

Brad MacDonald
Suzanne Nurse
Don Stephens
Allison Van Wagner
Jeff White
Rick Williams

Director of Education and Secretary
Tony Pontes

**Associate Director,
Instructional Support Services, Acting**
Jane Mason

**Associate Director,
Operational Support Services**
Carla Kisko



PEEL DISTRICT SCHOOL BOARD
BENEFITS DEPARTMENT

TO:

Date:

FROM:

Benefits Assistant

SAMPLE

RE:

Benefits While on Maternity/Parental/Adoption Leave -- Elementary Teachers

We have been notified of the approval of your maternity/parental/adoption leave. Your benefit coverage may be continued or canceled as noted below:

1. Continuation of Life Insurance, Health and/or Dental Benefit Premiums

The Board will continue to provide benefit premium support, as established prior to your leave, for 17 weeks maternity/adoption leave and up to 35 weeks of your parental leave. If you work less than full time or have optional Life Insurance and are currently paying a portion of the monthly premiums you will receive information from OTIP regarding continuation of the current coverage. If you have any questions surrounding continuation of these benefits please contact OTIP at 1-888-521-0023.

2. Benefits Chart -- Long Term Disability Benefits

The attached Benefits Chart lists the Long Term Disability plan in which you are presently enrolled and the monthly premium costs. Kindly check (✓) whether you wish to continue or cancel your coverage. The form should then be dated, signed and returned to the Benefits Department as indicated on the form.

Your Long Term Disability (LTD) premiums are being switched from biweekly to monthly, which will result in an adjustment on your first and last LTD premiums.

This amount may be higher or lower than the monthly premium quoted on your Benefits Chart. As a result, your first LTD withdrawal will be \$ _ followed by \$ _ per month (assuming your leave commences

PLEASE NOTE THAT CANCELED BENEFITS MAY NOT BE REINSTATED UNTIL YOU ACTIVELY RETURN TO WORK.

Long Term Disability Benefits will be reinstated on your return to work, however will be subject to the pre-existing condition clause contained in the policy.

3. Payment of Premiums

Your current on-file bank information will be used to withdraw premiums. If you wish to change this bank information, please provide us with a personal cheque marked 'VOID'. Only one bank record can be maintained on our system therefore if you are performing work for the Peel Board of Education on a casual or supply basis, even though on leave, the same bank information used for your salary payments must be used for benefit premium payments..

4. Benefit Premiums Withdrawal Dates

A withdrawal schedule for the current calendar year is attached. Your first premium withdrawal will commence on the next convenient withdrawal date after receipt of your authorization and will include retroactive premiums if required (i.e. double amounts will be withdrawn from your bank account until payments are up-to-date).

If your leave should extend beyond the current calendar year you will be provided with an updated withdrawal schedule.

5. Benefit Premium Adjustments

Benefit premiums can be adjusted at any time but generally occur at policy year end or as a result of plan improvements through collective bargaining. You will be notified of any premium increases or reductions in advance of their scheduled withdrawal date.

6. Extension to Parental Leave

If you apply for and are granted an extension to your parental leave you will become responsible for the full premium cost of your benefits coverage. You will be contacted by OTIP at that time.

7. TPP

The Teacher's Pension Plan (TPP) will contact you regarding contributions to your pension during your pregnancy/parental leave. Should you have any questions, please contact TPP directly after September 1, 2010 at 416-226-2700.

Please return your completed Benefits Chart otherwise we will initiate the cancellation of your Long Term Disability benefit coverage. If you should require further information please contact me at (905) 890-1010,

**BENEFITS CHART
PEEL DISTRICT SCHOOL BOARD - BENEFITS DEPARTMENT
BENEFITS WHILE ON**

Completed By: _____

Date: _____

Name: _____

Employee Number: _____

Home Address: _____

SAMPLE

Location: _____

Payroll Group: 30

Current Salary: _____

Leave Commence Date: From _____

To _____

Please continue or cancel the benefits as indicated below. If I have elected to cancel these benefits, I realize that they cannot be reinstated until I am again actively at work. I understand that I am responsible for the payment of these benefit premiums during my leave of absence and that if this chart is not received in the Benefits Department by **June 15, 2010** my coverage will be cancelled. I further understand that this is the only document I will receive regarding continuation of my benefits. Should I wish to cancel my benefits, I must return this form to that effect.

BENEFITS CANCELLED WHILE ON LEAVE WILL AUTOMATICALLY BE REINSTATED ON YOUR RETURN TO ACTIVE EMPLOYMENT. LONG TERM DISABILITY BENEFITS WILL BE REINSTATED ON YOUR RETURN TO ACTIVE EMPLOYMENT, BUT WILL BE SUBJECT TO THE PRE-EXISTING CONDITION CLAUSE CONTAINED IN THE POLICY.

<u>BENEFIT</u>	<u>PREMIUM</u>	<u>CONTINUE</u>	<u>CANCEL</u>
LTD - Plan A	_____ Monthly	<input type="checkbox"/>	<input type="checkbox"/>

** Premiums are subject to change

* **BOARD PAID BENEFITS WILL AUTOMATICALLY CONTINUE FOR UP TO 8 WEEKS FOR EXTENDED HEALTH, DENTAL CARE AND BASIC LIFE INSURANCE, UNLESS OTHERWISE NOTIFIED.**

METHOD OF PAYMENT: All premiums are paid through "Pre-Authorized Payment". Your current on-file bank information will be used to withdraw the benefit premiums you have chosen to continue. If you wish to change this bank information, please provide us with a personal cheque marked "VOID". Please note that only one bank record can be maintained in our system. If you are performing work for the Peel Board on a casual or supply basis, even though on leave, the same bank information used for your salary payments must be used for benefit premium payments. Should you have questions, please contact the Benefits Department at 905-890-1010 ext. 2109.

Please return this form, when completed, to **Gail Hayes, Benefits Department**, Peel District School Board, 5650 Hurontario Street, Mississauga, ON L5R 1C6.

DATE _____

EMPLOYEE'S SIGNATURE _____

PLEASE RETURN TO THE BENEFITS DEPARTMENT BY

September 2009

Dear Member on Leave,

There are many financial decisions to be made when an individual is taking an unpaid leave of absence, some of these decisions you have control over and some you do not.

One of the decisions would be whether or not to continue to pay the premiums for Long Term Disability (LTD) coverage. Before making the decision to cancel your LTD coverage, we would ask that you consider the following:

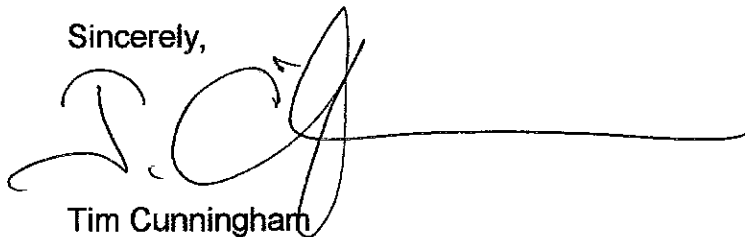
- If you continue to pay for LTD coverage and you become ill or injured while on leave and cannot return to your position at the end of the leave period due to the disability, you can apply for LTD benefits which would assist you until you are able to return to work.
- If you choose to decline LTD coverage while on leave, when you rejoin the plan after your leave, the pre-existing condition language in the plan will apply to you in the same way it applies to new members.

So what does this mean? If a member has a car accident or is diagnosed with a serious illness during the leave period, they will not be eligible for LTD coverage at that time or potentially for a further period even if they attempt a return to work.

The Local recognizes that it is hard to continue to pay additional costs when you have a reduced income, but we have seen many circumstances where members have regretted not continuing their LTD premiums during their leave period.

If you want to discuss this further before making a decision, please contact the Member Services Manager at the Local office by calling 905-564-7233.

Sincerely,



Tim Cunningham
President



OTIP RAEO®

OTIP Benefits Services
125 Northfield Dr. W.
Waterloo ON N2J 3Z9
1.888.521.0023
www.otip.com

Important information about your benefits

Life, extended health and dental insurance

- ▶ The life, extended health and dental benefits that you have in place on your last day of work before your leave starts will automatically be reinstated when you return to work. If you choose to discontinue a benefit or change the family status of a benefit (i.e., single or family coverage) for your leave, when you return to work, your benefits will revert to the coverage in place before you left. Your benefits can only be reinstated once you have returned to work.

For example, if you choose to discontinue your life insurance while you're on leave, when you return to work, your life insurance will automatically be reinstated. If you choose to change your dental benefit from family coverage to single coverage while you're on leave, when you return to work, your dental benefits will revert to family coverage.

If you do not want these benefits reinstated, please contact OTIP at 1-888-521-0023 at least 31 days before you return to work.

- ▶ If you choose to maintain your benefits while you are on leave, you will be invoiced until the end of the current school year (i.e., August 31). If your leave extends into September, you'll receive a second invoice showing any applicable rate changes since the last school year.

Long term disability insurance

- ▶ The Peel school board administers your long term disability (LTD) benefit. To maintain your LTD coverage while on leave, please contact the Peel school board benefits department at 905-890-1099.

If you cancel your LTD coverage for the duration of your leave, a pre-existing condition clause will apply to any LTD claims you make after you return to active work and your coverage is reinstated. For more information on pre-existing conditions, please refer to your benefits booklet.



Peel Elementary
Teachers' Local

PETL
6435 Edwards Blvd.
Suites 5&6
Mississauga ON L5T 2P7
905.564.7233
www.etfopel.com

Enhancements will make buybacks easier

Beginning Sept. 1, 2010, several plan enhancements will be enacted to make it easier and more convenient for members to buy back an absence in education.

Over the past few years, Teachers' has worked collaboratively with the plan partners, the Ontario Teachers' Federation and the Ontario government, to identify positive changes that will add flexibility, customization and choice to the buyback experience. These improvements will allow you to save time, take advantage of additional payment options and help you budget your money accordingly.

"At Teachers' we are constantly looking for areas to improve upon our high standard of service," said Rosemarie McClean, Senior Vice-President, Member Services. "Buybacks are one of the key services we offer in the plan. They are

important to our members and they are important to us. We recognized some significant enhancement opportunities and we're very excited we can introduce these benefits to our members."

IN THE MIDDLE OF A BUYBACK?

These changes will have little impact on current buybacks. "The enhancements that take effect in September will improve the member experience and provide greater flexibility and convenience for future buybacks," said Michael McAllister, Director, Client Services. "If you are currently making payments towards your buyback, we recommend you continue to do so."

If you have specific questions about your current buyback and the new rules, please call our office. In the meantime,

you can find your current buyback estimate and information on [Access Web](#), the secure members-only website.

WHAT'S NEXT

Much like our online pension application, the buyback experience will be found online. Teachers' Client Services team is currently working to create an industry-leading buyback web experience.

"We want this experience to be as convenient, efficient, and as accessible as possible," said Tracy Abel, Director, Business Solutions at Teachers'. "[Access Web](#) will play a large role in making these enhancements a reality for our members. This comprehensive resource will be just a click away and will be designed to meet all of our members' buyback needs." ■

FIVE ENHANCEMENTS HAVE BEEN DESIGNED TO CHANGE YOUR BUYBACK EXPERIENCE FOR THE BETTER, BEGINNING SEPT. 1, 2010. HERE'S HOW:

YOUR CONCERN

1 If I don't complete my buyback before my leave ends, I have to pay in one lump sum. Don't I have any other options?

2 If I go on leave, my income will be cut significantly. Why charge me interest for this period? I feel like I'm taking a double hit.

3 I find it confusing to get a buyback cost for maternity leaves from my school board and from Teachers' for other types of leaves.

4 Every time my salary changes, the cost of my buyback changes. I can never tell how much I owe at any given point in time.

5 If I'm a part-time teacher, I receive a full year of qualifying credit if I work over 10 days a year. Why can't I receive the same qualifying credit if I buy back that year?

WHAT HAS CHANGED

You will no longer be limited to making one LUMP-SUM payment after your leave ends. Once your leave ends, you have a five-year deadline to pay for your buyback. Instead of paying in one lump sum, you will now have the flexibility to pay what you want, when you want. It couldn't be simpler. (Note: there is an exception—if your employer arranged for you to work outside of Canada, payment must be made during the period of the leave.)

INTEREST will start to be charged only at the end of your leave. Any balance remaining on your buyback will not be subject to interest as long as you are still on the leave. Interest will start to accumulate on the unpaid portion of your buyback as soon as your leave ends.

TEACHERS' will administer pregnancy and parental leaves. You will receive one cost from one source, as well as clear, concise communications that will show you how your pension will be affected by your buyback.

You will be able to use RRSPs to pay for all types of absences. You'll have more payment options than ever before. In addition, Teachers' will be able to provide you with information and counseling based on your own personal situation.

SALARY and contract percentage at the time of your leave plus an annual increase per school year will be used to calculate cost.

To calculate a buyback for leaves that span multiple school years, we will use your salary at the time of your leave as a base, and apply a standard salary adjustment every school year. The cost of your buyback will be more stable and subject to fewer unknown factors. You will have a more accurate idea of what the cost will be and you can budget your money accordingly.

PART-TIME CREDIT will be eligible for FULL QUALIFYING credit. If you are a part-time contractual teacher and want to buy back the year you are absent, you will receive a full year of qualifying credit starting with the 2010/11 school year. Your salary will be annualized and this could potentially boost your future pension. If you buy back only a portion of what you were eligible to purchase, you will receive qualifying credit equal to the actual time you are buying back.



GROUP COVERAGE CHANGE FORM



Please print clearly in INK. Once you have completed this form and attached any additional documentation required, you must mail the original form to OTIP Benefits Services, address found at the bottom of this form. If you have any questions, please call OTIP Benefits Services at 1.888.521.0023.

EMPLOYEE INFORMATION	Last Name		First Name		Initial	
	SAMPLE					
	Policy #			Certificate No.		
51991/155960						ONLY
ADDRESS UPDATE	This section is to report a new mailing address.					
	Address	City	Province	Postal Code	Phone No.	Effective Date (DD/MM/YY)
						ON
NAME CHANGE	This section to be completed for name change as a result of marriage, divorce or for other reasons.					
	From:	Last Name	First Name	To:	Last Name	First Name
BENEFIT CHANGE	This section to be completed if you wish to make a change in your Benefit coverage.					
	Benefit(s) you would like to add:			Benefit(s) you would like to terminate		Effective Date (DD/MM/YY)
	<input type="checkbox"/> Health Care <input type="checkbox"/> Dental		<input type="checkbox"/> Health Care <input type="checkbox"/> Dental			
Reason for Change:						
WAIVER OF BENEFITS	This section is for Health and/or Dental coverage which you may wish to refuse. To refuse benefits, you must be employed part-time, on a type of leave (i.e. maternity leave or sick leave) or your spouse must be employed through the Peel District School Board as an elementary teacher.					
	I understand the group benefits that are offered to me, but I decline to participate in:					Effective Date (DD/MM/YY)
	Health Care for <input type="checkbox"/> myself OR <input type="checkbox"/> myself and my dependants OR <input type="checkbox"/> my dependants only					
	Dental for <input type="checkbox"/> myself OR <input type="checkbox"/> myself and my dependants OR <input type="checkbox"/> my dependants only					
	<p>IMPORTANT</p> <p>If you refuse benefits at this time you must have one of the following changes occur to have your coverage reinstated:</p> <ol style="list-style-type: none"> 1. Change from Part-Time to Full-Time Employment; 2. A Lifestyle Change i.e. Change in Marital Status, Birth/Adoption of a child, Loss of Spousal Coverage. <p>From the date of change you have 31 days to notify OTIP of this change. After 31 days you will be subject to medical approval by the insurance company and any costs associated with this adjudication will be your responsibility. You may also be subject to a decrease in coverage for the first year.</p>					
DEPENDANT INFORMATION CHANGE	This section must be completed if you are adding or deleting a dependant, or updating dependant information. If there are more than four dependants, please attach a separate list.					
	Effective Date of Change (DD/MM/YY)			Change Coverage to		
			<input type="checkbox"/> Single Coverage <input type="checkbox"/> Family Coverage			
Reason for Change:					Date Common Law Commenced (DD/MM/YY)	
<input type="checkbox"/> Birth/Adoption of Child <input type="checkbox"/> Divorce/legal separation <input type="checkbox"/> Marriage <input type="checkbox"/> Common Law						
Spouse Information		Last Name	First Name	Initial	Date of Birth (DD/MM/YY)	Gender
						M F
<input type="checkbox"/> Add	<input type="checkbox"/> Delete	<input type="checkbox"/> Name Change				<input type="checkbox"/> <input type="checkbox"/>
						INITIALS

DEPENDANT INFORMATION CHANGE

What group benefits coverage does your spouse have through an employer?

HEALTH CARE Single Family Waived None

Does this include prescription drug coverage? Yes No

DENTAL CARE Single Family Waived None

VISION CARE Single Family Waived None

Dependant Information	Last Name	First Name	Initial	Date of Birth (DD/MM/YY)	Gender		Full Time Student		Disabled	
					M	F	Yes	No	Yes	No
<input type="checkbox"/> Add <input type="checkbox"/> Delete					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add <input type="checkbox"/> Delete			*		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add <input type="checkbox"/> Delete					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SPECIAL NOTE:

If you have checked YES for Full-Time Student and/or Disabled Dependant, please contact an OTIP Benefits Services Representative to review eligibility requirements.

BENEFICIARY CHANGE

This section must be completed to change the designated beneficiary or beneficiaries for your Life Insurance.

Beneficiary's Name(s)	Last Name	First Name	Initial	Percentage Allocated	Relationship to Plan Member	Date of Birth (if under 18) (DD/MM/YY)
<input type="checkbox"/> Primary <input type="checkbox"/> Contingent						
<input type="checkbox"/> Primary <input type="checkbox"/> Contingent						
<input type="checkbox"/> Primary <input type="checkbox"/> Contingent						

If designating a beneficiary who is a minor or who lacks legal capacity you may wish to appoint a trustee by completing the section below. If you are designating a trustee, we recommend you consult any proposed trustee and a legal advisor.

TRUSTEE FOR BENEFICIARY UNDER 18 YEARS OLD

Last Name	First Name	Initial	Relationship to Plan Member

I hereby appoint the above named Trustee to receive any payment due on or after the Life Insured's death on behalf of any minor beneficiary.

PRIVACY	<p>Protecting Your Personal Information</p> <p>At OTIP, we recognize and respect every individual's right to privacy. When you apply for coverage, we establish a confidential file that is kept in the offices of OTIP or the offices of an organization authorized by OTIP. We limit access to information in your file to OTIP staff or persons authorized by OTIP who require it to perform their duties, to persons to whom you have granted access, and to persons authorized by law. We use the information to determine your eligibility for coverage and to administer the group benefits plan.</p>
----------------	---

AUTHORIZATIONS AND DECLARATIONS	<p>I hereby apply for coverage under the group benefits plan issued by OTIP.</p> <p>I authorize:</p> <ul style="list-style-type: none"> • My employer to deduct premiums from my salary and remit them to OTIP, if applicable; • OTIP to deduct from my bank account, if applicable and pre-authorization forms are completed; • OTIP, any health care provider, my employer, my local, other insurance companies, or benefit providers working with OTIP to exchange information, when necessary to determine my eligibility for coverage and to administer the group benefits plan. <p>If applying for coverage for my spouse and/or dependants, I confirm that I am authorized to act on their behalf.</p> <p>I agree that a photocopy or electronic copy of this Authorization and Declaration Section is as valid as the original.</p> <p>I certify that the information given is true, correct and complete to the best of my knowledge.</p>
--	---

	AUTHORIZED SIGNATURE	DATE (DD/MM/YY)
--	-----------------------------	------------------------

SIGNATURE AND DATE	SAMPLE	ONLY
---------------------------	--------	------



BENEFIT CONTINUANCE ELECTION FORM



Please print clearly in INK. Once you have completed this form and attached any additional documentation required, you must mail the original form to OTIP Benefits Services, address found at the bottom of this form. If you have any questions, please call OTIP Benefits Services at 1.888.521.0023.

First Name	Last Name	Initial	Certificate No.
Work Location: (Please Provide Name Of School)		Home Mailing Address:	
Street Name And Number:		Street Name And Number:	
City/Town:	Prov:	Postal Code:	City/Town:
Prov:	Postal Code:	Prov:	Postal Code:
Work Location Phone Number: (Including Area Code)		Home Phone Number: (Including Area Code)	
Work Location Email:		Home Email:	

LEAVE/DISABILITY CONTINUANCE DATES: (DD/MM/YYYY)

From: _____ To: _____

NATURE OF LEAVE: Leave of Absence Extended Parental Leave Teacher Funded Leave

PART B: ELECTION OF COVERAGE (Please check off the appropriate election for each benefit applicable to you)

BENEFITS	LEVEL OF COVERAGE	MONTHLY PREMIUM	CONFIRMATION TO CONTINUE COVERAGE
Basic Life Insurance and Accidental Death & Dismemberment			<input type="checkbox"/> Yes <input type="checkbox"/> No
Optional Life Insurance			<input type="checkbox"/> Yes <input type="checkbox"/> No
Extended Health Care			<input type="checkbox"/> Yes <input type="checkbox"/> No
Dental Care			<input type="checkbox"/> Yes <input type="checkbox"/> No
Long Term Disability	THE PEEL BOARD'S BENEFITS DEPARTMENT WILL CONTACT YOU REGARDING CONTINUATION OF THE LTD BENEFIT. DEDUCTION FOR LTD BENEFITS WILL BE MADE THROUGH THE BOARD SHOULD YOU WISH TO CONTINUE THIS COVERAGE.		

AUTHORIZATION & CONSENT

Please continue/suspend the benefits I have elected above. If I have elected to suspend any of the benefits listed about, I understand that they cannot be reinstated until I return to active employment. Furthermore, I understand that if I elect to continue any benefit(s), I will be responsible for the payment of premium for the duration of my leave.

FAILURE TO RETURN THIS FORM TO OTIP WITHIN 31 DAYS OF THE COMMENCEMENT OF YOUR LEAVE OF ABSENCE WILL RESULT IN SUSPENSION OF ALL YOUR BENEFITS UNTIL YOU RETURN TO ACTIVE EMPLOYMENT. HEALTH AND DENTAL BENEFITS SUSPENDED WHILE ON LEAVE WILL BE AUTOMATICALLY REINSTATED ON YOUR RETURN TO ACTIVE EMPLOYMENT. LONG TERM DISABILITY BENEFITS WILL ALSO BE REINSTATED, BUT WILL BE SUBJECT TO THE PRE-EXISTING CONDITION CLAUSE CONTAINED IN THE POLICY.

Please notify OTIP at least 20 working days prior to your scheduled return to work so your benefits may be reinstated upon your return to work.

For further information concerning your benefit continuance privileges or for assistance when completing this form, please contact OTIP Benefits Services at 1-888-521-0023.

AUTHORIZED SIGNATURE	DATE (DD/MM/YYYY)
SAMPLE	ONLY

REQUEST FOR MATERNITY LEAVE TOP UP

NAME: _____

EMPLOYEE # OR S.I.N.: _____

SAMPLE

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 ".

Fax to : Kim Wilson @ 905-890-3976 - **Example Below:**

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. Benefits _____ / 5.00 x _____ (# of days) = _____

Date paid _____ GL _____ DAJ 101 = _____

Income Tax amount _____



Applying for Employment Insurance (EI) Sickness Benefits

How, Where and When to Apply

To find out if you are eligible to receive employment insurance benefits, you must submit an application online or in person at your local Service Canada Centre (formerly Human Resources Development Canada).

To apply online:

www100.hrdc-drhc.gc.ca/ae-ei/dem-app/english/home2.html

To contact your local Service Canada Centre:

www1.servicecanada.gc.ca/en/gateways/where_you_live/menu.shtml

Telephone: 1-800-529-3742

Apply immediately once you stop working. Filing your claim for benefits more than four weeks after your last day worked may result in a loss of benefits.

Employment Insurance Application Checklist

Please ensure that you have the following documentation available when filing your application:

- Record of Employment (ROE).** Your Service Canada Centre should have your ROE from your school board 14 days after the last day for which you were paid. Please contact the payroll department at your board office to ensure it was forwarded.
- Personal Identification** such as a copy of your driver's licence, birth certificate or passport (passport is only valid if applying in person).
- Banking Information** including your bank's name, branch address, branch number, transit number and account number as found on the bottom of your personal cheques. This will ensure that your payment of benefits will be deposited directly into your personal bank account.
- Medical Note** signed by your treating physician indicating the expected length of your incapacity.
- Your total salary before deductions.**
- Your Social Insurance Number (SIN).** If your SIN begins with the number '9', you need to supply proof of your immigration status and work permit.

Appendix 2: PETL Collective Agreement Language

Sep-01-08 through Aug-31-12

ARTICLE 10: PREGNANCY/PARENTAL LEAVES

10.01 Pregnancy/Parental Leaves

- a) Pregnancy Leave of Absence of up to 17 weeks shall be available to a Teacher in accordance with the terms of the *Employment Standards Act*. For the purpose of clarity, it is agreed that these Leaves apply to all Teachers who have started employment with the Board at least thirteen (13) weeks before the expected birth date.
- b) Pursuant to the terms of the Act, a Teacher should notify the Principal of the pregnancy and submit an application for leave along with a medical certificate verifying the pregnancy and indicating the day on which delivery is expected. This should be submitted as soon as possible but no later than two (2) weeks prior to the commencement of the leave.
- c) Pregnancy Leave shall commence in accordance with the terms of the *Employment Standards Act*.
- d) Pregnancy Leave shall be granted to a Teacher who stops work because of complications caused by her pregnancy or because of a birth, still birth or miscarriage that happens earlier than the Teacher was expected to give birth, with no advance application. Such a Teacher must, within two (2) weeks after she ceased work, provide the Board with a medical certificate stating that she was not able to perform her duties because of complications arising from her pregnancy and giving the estimated day of delivery or the actual date of her delivery, still birth or miscarriage.
- e)
 - i) The Pregnancy Leave of a Teacher who is entitled to take Parental Leave ends seventeen (17) weeks after the pregnancy leave began.
 - ii) The Pregnancy Leave of a Teacher who is not entitled to take Parental Leave ends on the later of the day that is seventeen (17) weeks after the Pregnancy Leave began or the day that is six (6) weeks after the birth, still-birth or miscarriage.
 - iii) The Pregnancy Leave of a Teacher ends on a day earlier than the day provided for in subsection i) or ii) if the Teacher gives the Board at least four (4) weeks written notice of that day.

- f) A Teacher who has been employed by the Board for at least thirteen (13) weeks and who is a parent, as defined by the *Employment Standards Act*, of a child is entitled to a Parental Leave, in accordance with the *Employment Standards Act*, following the birth of the child or the coming of the child into the employee's custody, care and control for the first time. The Teacher may begin the Parental Leave no later than fifty-two (52) weeks after the date the child is born or comes into the Teacher's custody, care or control for the first time. However, an employee who has taken a Pregnancy Leave must begin her Parental Leave when her Pregnancy Leave ends unless the child has not yet come into her custody, care and control for the first time.

The statutory portion of an employee's Parental Leave shall end no later than thirty-five (35) weeks after it began if the employee also took Pregnancy Leave, and no later than thirty-seven (37) weeks after it began otherwise.

Teachers planning to take a Parental leave should inform the Board three (3) months in advance but in any event at least two (2) weeks in advance of the date on which the leave will begin.

Should a Teacher plan to take Parental Leave for the purpose of adoption, it is understood that it may be necessary to begin the leave immediately upon the child coming into the care, custody and control of the parent.

- g) Following the Teacher's return to duty from the statutory portion of the pregnancy/parental leave, the Teacher shall be assigned to the same position at the same school, where possible, or failing that, an equivalent position to that which was held at the commencement of the Leave, or any other employment mutually agreed to by the Teacher and the Board, subject to Article 14.

10.01 h) Extended Parental Leave

- i) For Teachers with one year of active service with the Board, the Parental Leave may be extended beyond the aforesaid thirty-five (35) or thirty-seven (37) week period as a Leave of Absence Without Pay to a cumulative total of three (3) years, subject to ii) and iii) below.
- ii) Extensions within the first or second academic year shall coincide with the following dates: September 1st to December 31st, January 1st to August 31st, September 1st to August 31st, or at a time designated by the Board nearest the March break.
- iii) Extended Parental Leave without pay, beyond the first or second academic year as provided for in i) and ii) above, may be provided to either parent, subject to the following:
 - A) Where both parents are employed by the Board, such Extended Parental Leave shall be provided to one parent only;
 - B) Such further extensions shall only be approved so as to expire at the end of an academic year;
 - C) The cumulative total of such Extended Parental Leave and the leaves provided for in paragraph 10.01 h) i) and ii) shall in any event not exceed three years; and
 - D) Such Extended Parental Leave must be applied for by April 30th for the following September 1st.

10.01 i) Salary and Benefits during Pregnancy/Parental Leave

- i) Except as provided for in Article 10.01 i) ii) and Article 10.01 l), Teachers on Pregnancy Leave, Parental Leave, or extended leaves under Article 10.01 h) shall not be paid a salary or Teacher benefits during the period of Leave of Absence. Such a Teacher may retain his/her membership in any plan under Article 26 by paying full premiums applicable subject to the rights of the insurer.

- 10.01 i) ii) During the statutory portion of the Pregnancy Leave, and/or Parental Leave as provided by the *Employment Standards Act*, the Teacher shall continue to participate in each benefit plan under Article 26 unless the Teacher elects in writing not to do so. Only one such election shall be permitted during each Pregnancy and/or Parental Leave. Unless such election is made, during such Pregnancy Leave or Parental Leave the Board shall continue to make the employer's normal contributions for any such benefit plans. Such benefits will be subject to the rights of the insurer.
- j) When the Teacher reports for work upon the expiration of the Leave, the Board shall permit the Teacher to resume work with no loss of seniority accrued to the completion of the statutory Pregnancy and/or Parental Leave and no loss of benefits accrued to the commencement of the statutory Pregnancy and/or Parental Leave.
- k) A Teacher on Pregnancy and/or Parental Leave is considered to be an employee of the Board and may not accept employment with another Board except for short term occasional assignments, either during the Leave or at its conclusion, unless the Board has accepted the Teacher's resignation.
- l) A Teacher granted a Pregnancy Leave or Parental Leave pursuant to this Article shall be compensated by the Board under an Employment Insurance Commission of Canada ("E.I.C.") approved supplementary benefit plan provided that the Teacher:
- i) is eligible for Pregnancy or Parental Leave benefits under Employment Insurance ("E.I.") laws and regulations; and
 - ii) makes a claim to the Board on a form to be provided indicating the weekly amount payable by E.I.

10.01 I) The plan will pay:

- A) during the two (2) week waiting period for pregnancy or parental benefits under E.I. regulations, 95% of the Teacher's normal weekly insurable earnings;
- B) effective September 1, 2005, during the six (6) weeks immediately following the birth of a child, the child's natural mother shall be eligible for 100% of her normal weekly earnings minus the E.I. benefits the Teacher receives in respect of that period. For further clarity, the combined level of E.I. benefits, S.E.B. payments and other earnings shall not exceed 100% of the Teacher's normal weekly earnings. Where this benefit period overlaps with the period described in clause A), this benefit shall be provided; and
- C) if a Teacher is not eligible for E.I. and supplementary employment benefits under clause B), the Teacher may apply for sick leave benefits in accordance with Article 27 in respect of the six (6) week period immediately following the birth of her child.

No supplementary benefit will be paid under this plan for any day which falls outside the Teacher's school's normal instructional and P.A. days.

Appendix 3 Groups and Programs

While you are on pregnancy/parental/adoption leave, you may find it helpful to be a part of an organized mothers', fathers', or parenting group. This can be a great place to meet other new parents and share in the joys and challenges of the first few months.

The following is a list of government-run programs for new parents. It is by no means definitive. There are literally hundreds of programs available (some for free and some at a cost), so keep your eye on bulletin boards at your local hospitals, libraries, museums, medical centres, community centers, and schools. Most cities run children's programs through the Parks and Recreation Departments and there are also many, many more through private companies. Talk to other parents to find out what kinds of things they're involved in and what they liked. In the middle of February, with the snow still falling, you may find you will be looking forward to the story & music program at the library as much as your child!

Peel

Public Health runs a variety of programs for infants and their parent(s). Locations include Mississauga, Brampton, Bolton and Caledon.

For general information call: 905-791-7800 ext 4636
Programs at the Brampton Neighbourhood Resource Centre (including Daddy & Me Programs) call: 905-495-3430
Caledon Parent/Child Centre Call: 905-857-0090
Various Brampton and Mississauga Parent/Child Centres Information:
<http://www.region.peel.on.ca/health/topics/child/oeyc.htm>

Halton

Halton Regional Health Department runs a number of programs in Burlington, Oakville, Milton, Acton and Georgetown. For more information call 905-825-6000 or visit the website at: <http://www.halton.ca/health/> Living in Halton Pregnancy and Parenting resources.

Toronto

For programs in Toronto (including "When Baby Comes Home", "Starting Out", "Moms & Babes"), it is best to phone Toronto Public Health at 416-338-7600 for the various locations and times. Often you will be contacted by a Public Nurse either in the hospital or during the first few days back at home. Let this nurse know you're interested in a new parents' program.

For any other areas, start by calling your local Public Health Information

Appendix 4: Contact Information

Peel Elementary Teachers' Local

www.effopeel.com

905-564-7233

1-877-772-3836

Peel District School Board

www.peelschools.org

905-890-1099

Human Resources ext 2400

Benefits/Payroll Dept ext 2109

Ontario Teachers' Pension Plan Board

www.otpp.com

416-226-2700

1-800-668-0105

Ontario Teachers' Insurance Plan

www.petlbenefits.com

www.otip.com

1-888-521-0023

Ontario College of Teachers (for Address Changes)

www.oct.ca

416-961-8800 (local)

1-888-534-2222 (long distance)

Employment Insurance (EI)

Regular Benefits, Maternity and Parental Benefits, Sickness Benefits, Compassionate Care Benefits, Fishing Benefits, Workers and/or Residents Outside Canada, Family Supplement

- Frequently Asked Questions

<http://www.servicecanada.gc.ca/eng/ei/types/special.shtml#Where>

Toll-Free: 1-800-206-7218

TTY: 1-800-529-3742

**Appendix 5: PDSB Childhood Disease
Protocol Responsibilities**

Childhood Disease Protocol Responsibilities

Fostering and promoting a healthy work environment is a shared responsibility. Bacteria and viruses that cause diseases and infections can be more prevalent in schools as childhood communicable diseases are often contagious before symptoms appear and spread more easily in a group setting.

Fifth Disease is a common viral infection caused by the parovirus B19. It is often referred to as "slapped cheek syndrome" due to the characteristic rash that may appear.

Chickenpox is an acute, highly contagious, generalized viral disease. It is common in childhood, but can also cause illness in adolescents and adults. Current vaccines are available. (Health Professionals Update, Region of Peel)

Responsibilities of the Parent/Guardian of a student presenting with symptoms or manifesting a state of ill health:

- Remove the student from school to rest and seek a medical assessment as required
- Inform the school principal and teacher of a medical diagnosis identifying a suspected or confirmed case of Fifth Disease or Chicken Pox
- Comply with the medical professional's advice for returning to school

Responsibilities of the School Principal/Designate:

- Ensure that shared responsibility for creating healthy school environments are communicated to parents/staff & students
- Annually communicate childhood disease protocol to all staff
- Encourage staff who are pregnant or considering starting a family to have blood tests to determine immunity to childhood diseases, particularly Fifth Disease prior to any suspected or confirmed cases at the site
- In the event of a medical diagnosis suggesting a suspected or confirmed case, initiate the childhood disease protocol
 - Complete electronic notification form:
<http://inet.peelschools.org/departments/humres/forms/childhooddiseaseform.asp>
 - Distribute communication to staff informing them of the diagnosis including the accommodated work-request form
 - Staff who identify a risk (immune suppressed or pregnant and not immune to fifth or chicken pox) are offered the option to immediately leave the school or work location to consult with a doctor (PAM code 025). This code should only be used once in a school year by an individual employee requesting a medical consult related to a particular childhood disease
 - Distribute communication to parents/community through template letter
 - Inform S.O.E. of any staff seeking medical advice for a potential accommodated work site re-location. If the medical practitioners recommendation is exclusion from the work site, staff will be responsible to contact administration prior to the start of the next school day to identify intentions to attend an alternate site or their option to utilize sick days. If the employee will be attending an alternate site please call Health, Wellness and Safety staff at extension #2757 / #2424 to request a PAM code for the alternative work location.

Responsibilities of the Employee:

- Personally manage health information and ensure vaccines and recommended hygiene practices are followed on a daily basis
- Inform principal of health issues communicated to them by parents
- Respect the health privacy rights of students by not sharing information with colleagues
- Proactively consult with physician regarding potential health risks and immunities acquired
- In the event of a diagnosed childhood disease, where personal risk is of concern (i.e., immune suppressed or pregnant and not immune to fifth), identify concern to principal
 - Consult with doctor to determine personal health risk and if there is a need for an accommodated work location
 - If recommendation is given for an accommodation, immediately forward form to Health, Wellness and Safety (Fax. 905-890-0485). Inform principal, prior to the start of the next school day, of acceptance for accommodated work location or decline offer and remain at home using sick leave credits
 - Absence or accommodated work location will end when the school is deemed to be clear of reported cases within the 21 days of incubation

Responsibilities of the Superintendent of Education:

- When notified of a confirmed case of Fifth Disease or other childhood disease risk and the employee's decision to consult with family doctor regarding potential threat, identify a potential accommodated work site relocation
- Ensure appropriate communication between the two principals to ease the transition to the accommodated work location

Responsibilities of School Support Officer or Designate

- Respond to principal or designate queries related to childhood disease protocol
- Bi-annually review and update childhood disease distribution lists
- Liaise with Peel Health related to communicable disease queries and health guidance
- Collaborate and consult with Health, Wellness and Safety Manager as needed

Responsibilities of Health Wellness and Safety Manager or Designate

- Collaborate with School Support officer to review implementation of childhood disease protocol
- Track cases and record reassignment or sick day usage for data analysis
- Review approvals for reassignment and use of code 025
- Post sites with confirmed cases of childhood diseases on board website
- Continue to provide wellness tips with respect to disease prevention

Responsibilities of Central & Field Office Communication Contacts

- Review childhood disease protocol with all staff within the department
- Establish a communication protocol within the department to ensure all staff have access to current information regarding sites identified with confirmed cases of disease
- Check distribution e-mail daily and notify employee groups of new cases at various sites across the board

Request for Accommodation - Childhood Diseases
(this form must be completed by a medical professional)

Employee Name: _____

Work Location/Position: _____

Doctor to Complete:

1. Date of consultation with Doctor: _____

2. Childhood Disease Requiring Consultation: _____

3. Accommodation request (i.e. exclusion of staff member) required because: (please circle response)

a. Staff member not immune and at risk for childhood disease: YES

b. Staff member immunity unknown: YES

Date for immunity test: _____ Anticipated date of test result: _____

4. The PDSB can offer accommodation at an alternate location. If this accommodation is not suitable, please indicate the objective reasons.

Please check the appropriate box:

Employee can return to work

Employee should be excluded and can be accommodated*

Due to other medical circumstances, the employee is not fit to return to work.
(Apply sick credits - Code 030)

Physician's Signature: _____

Physician's Name and address (please print):

Accommodation Process

1. Fax form immediately to Health, Wellness & Safety at: 905-890-0485
2. If Accommodation is suitable contact Principal for alternate school location

Appendix 6: Helpful Tips When Completing the Employment Insurance (EI) Application

Information to have on hand:

- your last date physically at work;
- a RECENT pay statement;
- your partner's Social Insurance Number is applying for parental leave;
- dates and information relating to any WSIB claims or unpaid absences in the previous 12 months.

Things to know:

- teachers at the Peel District School Board work an 8 hour day for EI purposes. A full time week is 40 hours;
- to calculate gross weekly salary take a recent pay statement and divide the gross salary by 2;
- teachers do not receive vacation pay;
- the phone number for the Peel District School Board is 905-890-1099;
- the Board office address is 5650 Hurontario St, Mississauga ON L5R 1C6;
- the Record of Employment (ROE) will have a W or S Serial number.

The following website address will list local EI offices:

http://www1.servicecanada.gc.ca/en/gateways/where_you_live/regions/offices/on.shtml

PLEASE NOTE: Any specific inquiries about eligibility for EI benefits and on line application support should be directed to the HRSDC help line 1-800-206-7218 from 8:30 am to 4:30 pm.

Appendix 7: Leave Checklist

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

Section One Before the Arrival (if possible)

- Determine when you want to start your leave (call the Local if you are not sure)
- Collect the required medical letter from your doctor or midwife
- Complete the Board leave request form (found on-line, in this kit or from your principal) 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.
- If you are not eligible for EI benefits, make a decision regarding the use of your sick leave following the birth
- Make a decision regarding the continuation of your pension contributions
- Make a decision regarding the continuation of your Long Term Disability benefits
- 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 of this change.
- Write all of the pension/LTD withdrawal dates in your daytimer. Finances can be tighter while on maternity leave and it is good to know when these payments are all due.

Section Two After the Arrival

- Call the appropriate clerk in Human Resources to report your actual delivery date
- Apply for EI benefits within 4 weeks of the birth of your child (you may wish to request a paper copy of the ROE from the Board's payroll department)
- Submit your child's information to our benefit plan administrators (OTIP 1-888-521-0023) within 31 days of the baby's arrival. Remember to add the baby to each parent's plan separately
- Submit the receipt from your first employment insurance payment to the Payroll Department at the Board Office to receive your Supplemental Employment Benefit
- Respond to the leave approval letter **IN WRITING** (be aware of this deadline!)
- Rest, recover, heal and enjoy your time with your new child