



Occasional Teacher Pregnancy/Parental, Parental/Adoption Leaves

York Region District School Board

The following bulletin provides information on applying for Pregnancy, Parental, Adoption leaves. This can be found on the [Board Wide Website \(BWW\)](#). Also, refer to your [Collective Agreement](#) for further details.

December 2019

Employment Standards Act (ESA):

The Employment Standards Act legislates the following leave with-out pay and without loss of seniority:

Pregnancy Leave	Up to 17 weeks
Parental Leave	Up to 61 weeks
Total	Up to 78 weeks

Parental / Adoption Up to 63 weeks

Employment Insurance (EI) Act:

For more information on eligibility and waiting periods, please contact your EI office, www.servicecanada.gc.ca or call 1-800-206-7218 and press "0" to speak with an attendant.

When to Start Your Leave

Leaves commencing during the school year

In accordance with the Employment Standards Act, pregnancy leave may commence up to 17 weeks before the expected delivery date or at the time of a live birth, even if more than 17 weeks before the due date. It is perfectly acceptable for an employee to start her pregnancy leave on her expected delivery date, if desired. However, **an employee may not work on, or after, her expected delivery date. The leave start date must be no later than the baby's date of birth.**

As per the Employment Standards Act, a pregnant employee is entitled to pregnancy leave whether she is a full-time, part-time, permanent or term contract provided that:

- she is employed by an employer that is covered by the ESA, and she started her employment at least 13 weeks before the date her baby is expected to be born (the "due date").

Parental/Adoption Leave commencement:

All other parents must begin their parental adoption leave no later than 78 weeks after the date their baby is born; or the date their child first comes into their custody and control.

Leaves commencing during the summer

Occasional Teachers whose expected delivery date falls after the end of the school year, may commence their leave on their delivery date.

For example: a teacher whose last day is June 28th and is not due until August 17th, may start her leave on August 17th. Her return to work date would be September 1st of the following year.

How to Apply for a Pregnancy/Parental/Adoption Leave

Daily Occasional Teachers:


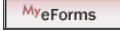
You must apply using [eForms](#) located on the [BWW](#), ASAP or **at least 6 weeks** prior to the leave and submit to the STAR Manager:

Marsha Hartung

Long Term Occasional Teachers:

You must apply to your Administrator using [eForms](#) located on the [BWW](#), ASAP or **at least 6 weeks** prior to the leave. If the leave is to start after the LTO is over, submit eForm to Marsha Hartung instead of the Administrator.

The route in which to locate the eForm system is to log-on to the [BWW](#):

- Click on  found on the [BWW](#) home page
- Click on the  tab on the upper right hand corner to bring you to the eForm Home page
- The eForm Home page includes Training Modules/Tools on how to submit a leave request
- On the left side of the eForm Home page under "eForm Leaves", click on [Long Term Leave Request](#);
- A page will open, click "+ Create a new request" to create your request following the prompts.

The eForm requires:

- The start and return dates of your leave.
- The expected due date

Important:

You must attach or courier your doctor's or midwife's note stating your due date, or birth/placement certificate for adoption/parental leaves.

Steps in the Application Process for Pregnancy/Parental, Parental/Adoption Leaves**Application Process:**

- Apply for your leave by accessing the [BWW eForm](#) system well in advance (*instructions on page 1*).
- You will receive an email confirming submission and the Manager/Principal will receive an email notification requiring action.
- Once the leave has been approved, you will receive an automated email from the eForm system including the confirmation of your leave dates.
- A leave package pertaining to benefits, pension, payroll information, etc. will be sent to your Board email account separately from a Human Resource Services Leaves Representative.
- Commence your leave on the approved start date, unless your baby arrives earlier.
- Send an e-mail to Payroll.Services@yrdsb.ca requesting your Record of Employment for EI purposes. Include your employee ID, last day of work and that the reason for the request is pregnancy/parental leave. Payroll Services will submit a Web Record of Employment (ROE) electronically to Service Canada after your last pay is processed. **You will not receive a paper copy.**
- Complete your application for EI benefits on-line at www.servicecanada.gc.ca.

Return to Work:

- The first 6 weeks after the birth of the baby, you are not eligible to return to work. Your date of return specified in your original leave request will automatically update the STAR system. If you wish to return to work early, a new eForm request must be submitted. Once re-activated, you will then begin to receive calls from the Star system. If your new return to work date falls within the LTO contract dates, submit an eForm request with the new leave dates to your Principal.

Claiming Employment Insurance (EI) & Record of Employment (ROE)

You are encouraged to apply for EI benefits online. For more information or instructions on applying for E.I. go to www.servicecanada.gc.ca or visit your nearest Service Canada Centre. A Record of Employment (ROE) is the document that Service Canada uses to calculate your EI benefits.

When claiming EI for a summer baby, be sure to use **either** your due date or baby's actual birth date on your application.

Benefits and Pension**Benefits:**

The Long Term Occasional teachers are offered benefits during their contract period through the Employee Life and Health Trust (ELHT) which includes health, dental and life insurance. It is administered by the Ontario Teachers Insurance Plan (OTIP). If you have any questions regarding your benefits, please contact OTIP directly at 1-866-783-6847.

Ontario Teachers' Pension Plan (OTPP) members:

If you are interested in your pension options while on leave, information is available on the Ontario Teachers' Pension Plan (OTPP) website at www.otpp.com under the Member Info. tab. For further information, you can also contact OTPP directly at 416-226-2700 or 1-800-668-0105.

Supplementary Employment Benefit (SEB)

To be eligible for the Supplemental Employment Benefit Supplementary Employment Benefit (SEB) plan, you must qualify for Maternity or Parental Benefits under the Ontario Employment Standards Act and meet the requirements as stated in your Collective Agreement.

Prior to a payment being made you must apply for *and* be in receipt of Employment Insurance (E.I.) pregnancy, parental or adoption benefits from Service Canada.

As this is a negotiated benefit for unionized employees, please refer to your [Collective Agreement](#) for more details. Carefully review the detailed application form that is included on the [BWW](#) and indicated in your leave package.

Frequently Asked Questions



When will I receive my leave package?

Once Human Resource Services receives the required Long Term Leave eForm request and any required documentation, a leave package will be sent to your Board email account. If your request is submitted earlier, a package will be sent around 3 months prior the start of the leave where possible.

What happens if my baby arrives early?

According to the Employment Standards Act, a leave cannot begin after the date of delivery. Should an employee have an early baby she must notify Human Resource Services ASAP so that arrangements can be made to adjust your leave dates accordingly and to correctly process pay and the Record of Employment.

I'm adopting a child and I'm not sure when this will happen. What do I do?

Many adoptions are completed at the last minute. Please submit an eForm request. In the comments section indicate your pending plans for adoption. Contact [Human Resource Services](#) for further information.

I am currently on leave and am pregnant again. What do I do? Will I qualify for Employment Insurance benefits?

You would apply for the new leave the same way as you did before with eForms. You would be entitled to the full pregnancy and parental leave of 52 weeks as per legislation. In order to qualify for EI benefits, you will need a minimum of 600 working hours within 52 weeks of the leave start date. If you do not have those hours, you will not receive any EI funds while on leave. Please contact your EI office for more information at 1-800-206-7218.

How do I request a Record of Employment (ROE)?

You must submit an e-mail to Payroll Services in order to request to have your Record of Employment (ROE) processed. All ROE's are electronically processed.

Are all members of ETFO-OT are offered Supplemental Employee Benefit (SEB) Plans?

Yes, when you receive your leave email confirmation, there will be a link to the SEB Plan Application form outlining the eligibility criteria and the required documentation for processing. If you have further questions please contact Human Resource Services.

Can I change the dates of my leave, and if so, what is the procedure?

You must submit a new eForm request with the new leave dates to (per page 1) and being sure to provide the required notice period. If your baby is born early, contact Human Resource Services AS SOON AS POSSIBLE via phone or email.

What if I've missed the Faith Day request deadline?

If you are returning from your leave after the Faith Day request deadline (September 30th), an Occasional Teacher on a long term assignment may wish to observe a Faith Day during the current school year, please ensure that you notify Human Resource Services immediately at hrs.faith.days@yrdsb.ca to submit your request.

What if I wish to return to work early?

The first 6 weeks after the birth of the baby, you are not eligible to return to work. After that, if you wish to return to work early, a new Long Term Leave Request eForm will need to be submitted to Lynette Early. Once approved you will then begin to receive calls from the STAR system. If the new return date is still within the LTO agreement submit an eForm request to your Principal with the correct dates for the leave period.

What happens to my email account during my leave?

Anyone who goes on a leave will continue to have access to their Board email account and the [BWW](#).

Please note, it is expected that the employee will access their account on a regular basis with an understanding that the Board may communicate important/time sensitive information to the email account.

