



Occasional Teacher Pregnancy, Parental, Adoption Leaves

York Region District School Board

The following bulletin provides information on applying for Pregnancy, Parental, and Adoption Leaves. It can be found on the Board wide website.

<https://bww.yrdsb.ca>

➤ Also refer to your [Collective Agreement](#) for further details ◀

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Employment Standards Act:

The Employment Standards Act legislates the following leave without pay and without loss of seniority or Board paid benefits as follows:

Pregnancy Leave	Up to 17 weeks
Parental Leave	<u>Up to 35 weeks</u>
Total	Up to 52 weeks
Parental / Adoption	Up to 37 weeks

Employment Insurance 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.

Currently the Employment Insurance Act pays, benefits for the following number of weeks:

Pregnancy Leave	15 weeks
Parental Leave	<u>35 weeks</u>
Total Eligible Time	50 weeks

When to Start Your Leave



Leaves commencing during the school year . . .

According to 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.**

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: Pamela Kennedy.

Long Term Occasional Teachers

You must apply to your Administrator using eForms located on the BWW, ASAP or by **at least 6 weeks** prior to the leave.

Applying for a Leave

- Log-on to the BWW
- Click on "Employee Self Serve/ eForms"
- Click on the "My eForms" tab on the upper right hand corner will bring you to the Home page
- Training Module List is available on how to submit a request
- Click Long Term Leave Request from Left hand eForms list
- Click "+ Add document" and create your request.

The eForm will request following information:

- The start and end dates of your leave inclusive.
- Your due date
- Your return to work date

Important: You must either scan and attach or courier the 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/Adoption Leaves**Application Process:**

1. Apply for your leave by accessing the BWW eForms well in advance (*instructions on 1st page of this brochure*).
2. You will receive an email confirming submission and your Manager/Principal will receive an email notification requiring action.
3. Once the leave has been approved, you will receive an email communication including your leave dates and leave package pertaining to benefits, pension, payroll information, etc.
4. Commence your leave on the approved start date.
5. You have to submit an e-mail, in writing by mail or fax a request to have your Record of Employment for EI purposes. 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.
6. Complete your application for EI benefits on-line at www.servicecanada.gc.ca.

**Return to Work:**

4. Your date of return specified in your original leave request will automatically update the STAR system.
5. If you wish to return to work early, an eForm request must be submitted to Pamela Kennedy. 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 EI 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:**

If participating in the occasional teacher 90/10 benefit plan as your Pregnancy/Parental leave begins, this benefit plan can continue until August 31st of the same school year. If you are a Long Term Occasional teacher, your benefits will continue only until the contract end date.

Any employee paid benefit premiums are to be paid monthly under a pre-authorized bank withdrawal payment plan.

PENSION:

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

SEB

To be eligible for the Supplemental Employment Benefit (SEB) plan, you must qualify for pregnancy, parental or adoption leave under the Ontario Employment Standards Act and meet the requirements as stated in the ETFO Occasional Teachers' Collective Agreement.

Prior to payment being made you must apply for and be in receipt of Employment Insurance (E.I.) pregnancy, parental or adoption benefits from Service Canada and have served a two-week waiting period prior to the commencement of these benefits.

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 in your leave package. This form must be completed and signed by the appropriate person as out-lined on the SEB agreement form.

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, benefit premiums 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 in writing by mail, Fax or e-mail a request to have your Record of Employment (ROE) processed by Payroll Services. All ROE's are electronically processed.

I am currently a Long Term Occasional Teacher and carry benefits with the Board. How does this affect my Pregnancy Leave?

A benefit continuation form will be sent out with your leave confirmation email. You will be able to continue your benefits for the remainder of your LTO contract only.



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.

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

If you are returning from your leave after the Faith Day request deadline (3rd week of September), 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 hrrs.faith.days@yrdsb.edu.on.ca to submit your request.

What if I wish to return to work early?

If you wish to return to work early, an eForm Return to Work request must be submitted to Pamela Kennedy, 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 [BWWV](#).

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.

