

THE SIMCOE COUNTY
DESIGNATED EARLY CHILDHOOD
EDUCATORS



GUIDE TO PREGNANCY,
PARENTAL and CHILD CARE
LEAVES

Updated February, 2019

SCDSB Payroll Issues:

Having Your Baby Early: When you have your baby early you need to contact both payroll (Judi Grant) and Human Resources (Kim Lintack). If not there will be a delay in when your ROE (Record of Employment) is processed due to the automated pay system the Board uses. The ROE can't be manually corrected until the current bi-weekly pay period has closed so it is essential you contact payroll as soon as you can.

Overpayments: Once again due to our automated pay system you may have issues with EI claiming you have been overpaid. The issue is we are not paid for holidays and vacation time but we are paid bi-weekly throughout the year. So it is possible that a pay period may begin over Christmas and your pay stub would show you being paid for that time when you can't actually earn any money. The Board will address this situation when they are made aware – if you have any issues please contact me. Please also be aware that due to the way we are paid, you may be pre-paid for things like Winter Break, and March Break. Your final pay before your mat leave could be reconciled to reflect this so it may be less than your usual bi-weekly pay.

Sick Leave Credits

Our previous sick leave credits consist of;

- eleven (11) sick days which are to be used for a members personal illness or injury or a members medical/dental appointments
- five (5) “supplemental” days which are to be used for absences previously allowed in the collective agreement, bereavement leave or accident/ illness immediate family, family medical appointment, etc....

Short-Term Leave:

Once you have exhausted your eleven (11) sick days you are eligible for up to 120 additional sick days.

- You may qualify for the STLDP (Short Term Leave and Disability Plan). If you are approved you will receive 90% of your salary minus pension contributions and any potential benefit costs. Any unused sick leave days (the 11 personal sick days) from the previous school year may be rolled over and used to top up the 90% to 100%

Sick Leave Arbitration:

- DECEs who end the current school year (June, 2018) on sick leave and do not anticipate a return to work the following September should contact the local office (705-734-8960) in late August or early September to determine how the new language may impact you.

Pregnancy and Sick Leave

Sporadic Absences: If you need to be off work on a sporadic basis prior to the birth of your baby.

My patient is suffering from a **physical illness** associated with pregnancy. She is following my prescribed treatment plan which on occasion requires her to take time of work because she is physically unable to perform her essential duties and requires frequent bed rest throughout the day. She will be reassessed in 8 weeks. To date she has required to following dates off work, (list the dates)

My patient is suffering from a **cognitive illness**. She is following my prescribed treatment plan which on occasion requires her to take time of work because she is cognitively unable to perform her/his essential duties and requires (list the limitations and restrictions). She will be reassessed in 8 weeks. To date she/he has required to following dates off work, and may require more in the future. (list the dates)

Extended Sick Leave prior to Pregnancy Leave: If you require the extended use of sick leave prior to the birth of the baby you will require a note, (Doctor or Midwife/ **Highest Ranking Medical Professional**). The Board is currently asking for the following medical information to be included in your doctor's note;

- Provide the general nature of the illness (**cognitive or physical**)
- Indication that you are participating in a treatment plan (**no details of the plan are required**)
- Your EDC estimated date of confinement (**time off work**)
- Your next reassessment date (Board may request a new note after each reassessment). **The typical length for reassessment is 6-8 weeks.**
- An outline of the specific restrictions and limitations that prohibit you from fulfilling the essential duties of your position. **This is not a diagnosis rather what is prohibiting you from working.**
- Examples of limitations and restrictions due to a cognitive illness may be a lack of sleep, an inability to focus, concentrate, plan, assess, evaluate, problem solve and deal with conflict.
- An examples of a limitation and restriction due to a physical illness may be a lack of sleep and the frequent need for complete bedrest throughout the day

Fifth Disease Awareness:

The Simcoe County DECE Local strongly encourages any pregnant members, or members planning a pregnancy, and their spouses be checked for Fifth Disease immunities. *This may well be the minimum requirement to qualify for the STLDP.* We would also encourage any male members whose partners are not DECEs, but are either pregnant or planning a pregnancy, to be tested as well. This simple blood test may be requested through your local family doctor and is currently covered by OHIP. It is also advisable to ensure complete adult immunization, including Hepatitis B, chickenpox, rubella and whooping cough.

Fifth Disease: Fifth Disease is a mild childhood illness, which is so prevalent that a large percentage of adults, roughly 50 – 65% are already immune because they had Fifth Disease as a child. In the first stage, Fifth Disease has flu like symptoms which last for 2 or 3 days. The second stage has no symptoms at all for up to a week. In the third stage, children get a bright red rash on their cheeks that looks like slap marks. Fifth Disease is also commonly referred to as slap face for this very reason. The rash may come and go over the next several weeks and during this stage the child is no longer likely to spread the infection. Fifth Disease is most commonly spread through respiratory secretions, when the child sneezes, coughs or talks and from hand to mouth contact.

Recent research suggests that if a teacher becomes infected there is a 2% to 6% risk of the unborn baby becoming infected and developing severe anemia. Spontaneous abortion occurs in less than 5% of all pregnant women, usually during the first half of the pregnancy. (All statistics relating to Fifth Disease came from Infection in Pregnancy published by ETFO).

40.03 Fifth Disease

When a case of Fifth Disease in the school becomes known to the principal, he or she shall notify the school staff and the notification shall be placed in SCARRI. Either the principal or DECE will contact Human Resources immediately to advise that there is a pregnant DECE in a school with Fifth Disease.

If a pregnant DECE is advised by her physician not to attend the workplace where there is a known case of Fifth Disease. she shall have the option of accessing sick leave and returning to her home or requesting an alternative work-site location in which case the DECE will be assigned to an alternative workplace and a position for which she is qualified where Fifth Disease has not been reported. Should an alternative workplace not be available, then the DECE will be assigned to home with pay.

Temporary DECE's shall be reassigned where possible. If the DECE chooses to decline the reassignment, they shall be excused for the day without pay. If no reassignment exists the DECE will be sent home and paid for the day.

If a pregnant DECE is at risk, it is the DECE's responsibility to visit her physician for immunity testing, at the DECE's cost as soon as possible. During the waiting period, pending receipt of the test results, the DECE will be immediately

reassigned out of their assigned workplace to an alternate workplace. As soon as it is available to the employee, the DECE will forward the medical documentation to Human Resource Services.

Employees with immunity to Fifth Disease will return to their assigned workplace. Employees without immunity will continue to be reassigned out of their assigned workplace until their medical practitioner deems it safe for them to return.

We recommend that in all cases you follow your doctor's advice as it relates to 5th Disease and any other illnesses.

*** If you wish to be accommodated at an alternate school location, please contact Kim Lintack immediately***

Pregnancy Leave Checklist

- Review the following documents:
 - Your current Collective Agreement (relevant clauses are located in this document).
 - The ETFO Pregnancy & Parental Leave: A Guide to Rights & Responsibilities
 - The Service Canada website
(www.servicecanada.gc.ca/eng/ei/types/maternity_parental.shtml)

- Decide what type of leave you will be taking and the timing of the leave:
 - A Pregnancy Leave (17 weeks).
 - A Parental Leave (35 weeks) which may be shared.
 - A Pregnancy and Parental Leave (17 weeks + 35 weeks).
 - A Pregnancy/Parental + Child Care Leave (up to 2 years in length).
 - Keep Child Care in mind – it's never too early to plan.

- Obtain a letter from your doctor:
 - The letter should verify that you are pregnant and state your expected due date.

- Send copies of your request for a Pregnancy/Parental Leave to Kim Lintack. You should also give a copy to your principal and keep the original in your home files. The Ontario Employment Standards Act states the letter must be sent at least 2 weeks prior to the beginning of your leave. You may wish to do this in advance of the 2 week date as the last 2 weeks may be a busy time.

Your letter should include the following:

 - The start and end time for your leave.
 - A copy of your doctor's letter.
 - Notification stating whether or not you intend to use six weeks of paid sick leave.
(Used prior to top-up language being added)

- OMERS 416-369-2400/1-800-387-0813

You have several options available to you with regard to your pension:

 - You may continue to make pension contributions during your leave.
 - You may waive your right to contribute.
 - You may wish to buy back your pension credits after your leave.
 - Please talk to an OMERS representative before you make any decisions with regard to your pension.

- Extended Health and Dental Benefits are paid at 100% for all full time (1.0) contract Teachers. If you are less than 1.0 you will be required to pay your portion of benefits or suspend them for the duration of the leave. If you wish to suspend your benefits please contact **OTIP Benefit Services at 1-866-783-6847**.
Contact OTIP to add your child to your benefit plan

- Contact the College of ECE's

It is a members' responsibility to maintain good standing with the College while on leave so please contact them and arrange to pay your yearly dues. You will not be able to return to your duties unless your dues have been paid during your absence or paid with proof of registration before you return.

- The day your maternity leave has started (birth of baby or expected due date) log into www.servicecanada.gc.ca and complete your online EI application (don't wait for confirmation that your ROE has been sent – it goes electronically).
- Log into My Service Canada Account and print off your current claim information. This will provide the Board with confirmation of your application to receive EI and the amount of your gross weekly EI earnings so your SEB Plan and Top-Up can be calculated.
- Contact the Local President, Amanda Judd (705-734-8960), if you have any questions

Please Note: If you have the baby early contact both Human Resources and Payroll so your ROE can be sent and your pay can be calculated correctly.

Adoption/Parental Leave Checklist

In accordance with the Employment Standards Act, Adoption Leave is a Parental Leave.

- Review the following documents:
 - Your current Collective Agreement (relevant clauses are located in this document).
- Decide what type of leave you will be taking:
 - A Parental Leave (37 weeks) which may be shared.
 - A Parental/Child Care Leave (up to 2 years in length).
- Provide a copy of the Certificate of Adoption to the Superintendent of Employee Services.
- Send copies of your request for a Pregnancy/Parental Leave to Kim Lintack. You should also give a copy to your principal and keep the original in your home files. The Ontario Employment Standards Act states the letter must be sent at least 2 weeks prior to the beginning of your leave. You may wish to do this in advance of the 2 week date.
 - Please note that if the child comes into your care sooner than expected, you may begin your leave immediately and provide written notice of the leave to the Board within 3 days after you begin the leave.
- OMERS 416-369-2400/1-800-387-0813

You have several options available to you with regards to your pension:
 - You may continue to make pension contributions during your leave.
 - You may waive your right to contribute.
 - You may wish to buy back your pension credits after your leave.

Please talk to an OMERS Pension Plan Board representative before you make any decisions with regards to your pension.
- Contact the College of ECE's
 - It is a member's responsibility to maintain good standing with the College while on leave so please contact them and arrange to pay for yearly dues. You will not be able to return to your teaching duties unless your dues have been paid during your absence.
- Once the baby has come into your care and control make sure to enroll the baby into the benefit plan within **31 days**. This can be done online at www.otip.com or call **OTIP Benefit Services at 1-866-783-6847**.

- Contact your Local President, Amanda Judd (705-734-8960), if you have any questions or concerns.

Please Note:

1) Under the terms of the current Collective Agreement article 40.04 states,

A DECE may request use of accumulated sick leave for travel needs for the adoption of a child. Dependent on circumstances, up to five (5) days in a school year may be approved by the Superintendent of Employee Services.

Please keep in mind that all SCDECE members now only have five (5) supplemental days to use for this leave. It is our belief that if a member required a sixth day of adoption travel leave it would be an unpaid day.

Child Care Leave Checklist

- Review the following documents:
 - Your current Collective Agreement (relevant clauses are located in this document).
- Decide what type of leave you will be taking. Discuss options with your principal in advance and get confirmation in writing. The Board controls the leave and it may change. Never assume they will grant what you request:
- Send copies of your request for a Child Care Leave to Kim Lintack. You should also give a copy to your principal and keep the original in your home files. The Ontario Employment Standards Act states the letter must be sent at least 4 weeks prior to the ending of your pregnancy/parental leave. If you know in advance that you will be taking the leave then you can request the leave before the 4 week minimum and give Employee Services some advanced notice. Please be advised that you cannot revoke this request once it is completed.
- Contact OMERS

You have several options available to you with regards to your pension:

 - You may continue to make pension contributions during your leave.
 - You may waive your right to contribute.
 - You may wish to buy back your pension credits after your leave.

Please talk to an OMERS Pension Plan Board representative before you make any decisions with regards to your pension.
- Contact the Ontario College of ECE's
 - It is a member's responsibility to maintain good standing with the College while on leave so please contact them and arrange to pay for yearly dues. You will not be able to return to your teaching duties unless your dues have been paid during your absence.
- While on an approved unpaid Child Care Leave members are responsible for the full cost of their benefits. Please contact OTIP to make the arrangements you need.
- If you have any other questions, problems or concerns please contact your Local President, Amanda Judd (705-734-8960).

The Employment Standards Act (E.S.A.)

In order to qualify for a pregnancy, and or parental leave, you must have at least 600 hours of employment with the School Board before the expected date of birth.

Pregnancy Leave

- Up to 17 weeks.
- An employee may begin pregnancy leave no earlier than 17 weeks before the expected birth date. The last day on which the employee is entitled to commence the leave will be the expected date of birth. It is important to note that you will not be eligible for E.I. benefits until 8 weeks before birth.
- You are required by law to provide a minimum of 2 weeks written notice of the date your leave will begin.
- The minimum notice does not apply where there are complications due to pregnancy, or where birth (or miscarriage) occurs earlier than the expected date of birth.
- You may access up to 6 weeks of sick leave after the birth of the baby.

Parental Leave

- Up to 35 weeks for a birth mother
- A birth mother's leave must follow her pregnancy leave.
- Up to 37 weeks for adoptive mother or spouse (1 week waiting period + 35 week parental leave) to begin no later than 52 weeks after the child is born or comes into custody, care and control for the first time.
- You are required by law to provide a minimum of 2 weeks written notice of the date your leave will begin.
- The minimum notice does not apply where the child comes into custody, care and control for the first time sooner then expected.

Employment Insurance Benefits (E.I.)

In order to qualify for E.I. benefits, an employee must have at least 600 hours of insurable employment in the 52 week period preceding the birth of a child.

- The current benefit is 55% of your weekly insurable earnings up to a maximum benefit of \$543.00 per week. Benefits will be paid for 15 weeks of pregnancy leave and 35 weeks of parental leave.
- An E.I. claim for maternity benefits may begin up to 8 weeks before a child is born but no later than the birth of the child.
- E.I. allows a member to access sick benefits up to a maximum of 15 weeks prior to the birth of the baby if they have exhausted their sick leave credits with the Board.
- An E.I. claim for parental benefits must start no later than 52 weeks after the baby is born or comes into your care.
- HRSDC will provide maternity benefits for the birth mother for a period of 15 weeks after the 1-week waiting period.
- HRSDC will provide parental benefits to a birth or adoptive mother or spouse for a period of 35 weeks. These benefits may be accessed by one parent or shared. This may happen at the same time, consecutively or on alternate weeks.
- HRSDC allows entitlement to pregnancy leave benefits if a miscarriage or stillbirth occurs. The pregnancy must be greater than 19 weeks at the time of the miscarriage or stillbirth. A member qualifies for 17 weeks of leave (15 weeks of benefits from the date of the miscarriage or stillbirth). The pregnancy leave must end 17 weeks after the date of the miscarriage or stillbirth. If the miscarriage or stillbirth occurs earlier than 19 weeks, a member may apply for E.I. sick leave benefits if the member has exhausted her Board sick leave credits.
- The pregnancy leave of an employee who has a miscarriage or stillbirth ends on the date that is the **later** of:
 - 17 weeks after the leave began;
 - or**
 - 6 weeks after the stillbirth or miscarriage.

RELEVANT COLLECTIVE AGREEMENT ARTICLES

ARTICLE 41 --- PREGNANCY AND PARENTAL LEAVES

A DECE who is granted a leave will ensure that, prior to beginning the leave, arrangements have been made regarding payment of the benefit premiums for the period of the leave.

The DECE will also ensure that, prior to returning from the leave, necessary steps have been taken to ensure that good standing has been maintained with the Ontario College of ECE's and that proof of good standing has been provided to the Employee Services Department.

41.02 Effective Date

- (a) The Board shall grant to a DECE a pregnancy leave of at least seventeen (17) weeks and a parental leave of at least thirty-five (35) weeks or such shorter leave as the DECE requests.

- (b) Effective September 28, 2011, upon approval of the H.R.S.D.C., the Board will provide a weekly benefit payable for the two-week waiting period at a weekly rate equal to 100% of the DECE's normal weekly earnings providing the DECE complies with the conditions in the SEB plan (Article 41.03). Normal weekly earning to be calculated as follows:

$$\frac{\text{DECE's annual earnings}}{\text{No. of days in the school year}} \times 5 \text{ days}$$

- (c) The Board shall provide a top up to 100% of the DECE's salary for the six (6) weeks of pregnancy leave following the waiting period.

- (d) A DECE's who is eligible for E.I. benefits may only use the provisions of 41.02 (b) and (c). A DECE who is not eligible for E.I. benefits and who provides medical substantiation for the need may use sick leave credits. A DECE may only access the number of sick day credits available to her under the Board's sick leave plan.

- ~~(e) The benefits provided in Articles 41.02 (b), (c) (d) are intended to be income replacement and may only be claimed for days when the DECE would otherwise have worked.~~

40.05 Adoption Leave

All entitlements under Parental Leave shall apply to adoption leave. Such leave refers to the coming of a child into custody, care and control of the parent for the first time. A DECE whose child comes into her/his custody, care and control sooner than expected, may commence their leave immediately. The DECE shall provide written notice of the leave immediately, no more than within two (2) weeks after the DECE has begun the leave.

Adoption leave taken under Article 40.05 shall be without pay and with no loss of sick leave credits. During the leave, the DECE shall continue to accumulate seniority, experience, sick leave credits and any other relevant entitlements under this collective agreement.

42 Child Care Leave

42.01 Upon request, a DECE shall be given an unpaid child care leave for up to one (1) year, the total leave would not exceed two (2) years.

42.03 A DECE returning from a child care leave during the same school year that the leave began has the right to be reassigned to the same position held prior to going on leave. For the purpose of this article, the term position means the same assignment in the same school. A DECE returning from a child care leave in a different school year has the right to be assigned an equivalent position in the same school or workplace.

42.04 A DECE on child care leave shall return to their same school location, unless they have been declared surplus in accordance with the appropriate articles.

41.03 Return to Position

A DECE returning from a pregnancy or parental leave shall be assigned to the same position held prior to going on leave if it exists or to a comparable DECE position if it does not.

Termination of Leave

A DECE may terminate a pregnancy leave or parental leave and return to work upon providing the Board with two (2) weeks' written notice.

SUPPLEMENTAL EMPLOYMENT BENEFITS (SEB) PLAN

- (a) The object of this SEB Plan is to supplement the employment insurance (E.I.) benefits received by DECE'S from the Canada Employment and Immigration Commission for temporary unemployment caused by Pregnancy or Adoption Leaves.
- (b) Only DECE'S granted a Pregnancy Leave or an Adoption Leave are covered by this Plan.
- (c) The other requirements for receipt of a SEB are:
- (i) the DECE must be eligible to receive E.I. pregnancy or adoption benefits from the Canada Employment and Immigration Commission;
 - (ii) an application for SEB must be made by the DECE on a form to be provided by the Board and the DECE shall provide verification of the approval of the E.I. claim indicating the weekly amount to be paid by the Canada Employment and Immigration Commission.
 - (iii) the DECE shall sign an agreement with the Board indicating:
 - that the DECE will return to work (prior to submitting any resignation) and remain in the service of the Board (in accordance with the terms of the DECE's Contract) after returning from the DECE's Pregnancy Leave or Adoption Leave (and any subsequent additional leave granted by the Board under this Agreement); and
 - that should the DECE not comply with (i) above the DECE shall reimburse the Board any monies paid to the DECE under this SEB Plan.
- ~~(d) A DECE must have applied for E.I. benefits before a SEB becomes payable.~~
- ~~(e) A DECE disentitled or disqualified from receiving E.I. benefits shall not be eligible for a SEB. A SEB payment shall be made only when it has been verified that the DECE has applied and qualified for E.I.~~
- ~~(f) A DECE shall not have the right to a SEB payment except for supplementation of E.I. benefits for the unemployment period as specified by this Plan.~~
- ~~(g) The two week waiting period before E.I. benefits commence is the maximum number of weeks for which a SEB is payable.~~

Frequently Asked Questions and Answers

1. What is my entitlement to E.I. benefits?

The current benefit is 55% of your weekly insurable earnings to a maximum of \$501.00 per week. Benefits will be paid for 15 weeks of your total 17 week pregnancy leave and 35 weeks of your parental leave.

2. What do I need to qualify for E.I. benefits?

- You need to have been employed by the SCDSB for a minimum of 600 hours.
- You need to have at least (600) hours of insurable employment in the 52 week period preceding the birth of the child. According to our current Collective Agreement a full time DECE shall be deemed to have worked seven (7) hours each day. This means a full-time DECE must work approximately 86 days to qualify.

3. What do I need to apply for E.I. Benefits?

- SIN Number
- Record Of Employment (On your last teaching day, provided your leave has been approved by the Board, payroll will issue your R.O.E and send an electronic copy to E.I.).
- Complete Banking Information
- Expected Due Date, date of newborn's birth, or in the case of adoption the date of placement and the name and full address of adoption agency

4. When do I apply for E.I. benefits?

You may apply for benefits any time after your maternity leave has started. The sooner you complete the necessary paperwork the sooner your claim can be processed. You have the ability to retrieve your application up to 24 hours after you have started it. It takes on average 28 days after filing to receive your first EI payment.

5. When does my E.I. claim begin?

An E.I. claim for maternity benefits may begin up to 8 weeks before a child is born but no later than the expected due date or the birth of the child, whichever comes first. An E.I. claim for parental benefits must start no later than 52 weeks after the baby is born or comes into your custody, care and control.

6. How much notice must I provide the Board before I begin my leave?

You are required by law to provide a minimum of two (2) weeks written notice of the date your Pregnancy/Parental leave will begin.

7. Are there top-ups available?

Yes, there are top-ups available for DECE's who qualify for E.I. benefits. The Board provides a two week waiting period (SEB Plan) at 100% of your normal weekly earnings and a 6 week top-up at 100% of your weekly earnings. The top-ups are intended to be income replacement.

8. How do I get the top-ups and how long does it take to get the money?

In order to qualify for the SEB plan you must complete the SEB form, (found online) and send it into payroll. You are then required to provide payroll with your proof of your application for EI (you may print this off by logging into "My Service Canada Account"). Your SEB payment and whatever top-up you were entitled to will then be paid out in a lump sum on the next pay date. Usually 3-4 weeks.

9. How much notice must I provide the Board in order to return from my leave early?

A DECE may terminate a pregnancy or parental leave and return to work upon providing the Board with two (2) weeks written notice.

10. Can a member collect E.I. benefits over the summer?

Yes, members may collect E.I. benefits for pregnancy and parental leave over the summer holidays. However, claiming EI for the summer for layoff purposes can affect your eligibility. You need to work approximately a minimum of 86 days between claims.

11. Does my leave have to commence with the birth of the baby?

Yes. Your leave must begin with the birth of the baby or your expected due date, whichever comes first. Your leave may begin prior to the birth of the baby but not after unless the baby is hospitalized.

1. What if my baby has to remain in the hospital after the birth, can I delay the start of my pregnancy leave?

This is decided on a case by case basis.

13. Can a DECE go on sick leave and still collect E.I.?

No. A DECE may not collect E.I. for the weeks that she is receiving sick pay. For each week she stays on sick leave after the birth of her child a week of E.I. entitlement will be deducted. The use of sick leave will not extend the E.I. entitlement and the DECE will still have the two (2) week waiting period before E.I. benefits begin. If a DECE took four (4) weeks of sick leave after the birth of her child those four (4) weeks would be part of her seventeen (17) weeks of statutory pregnancy leave.

14. What happens to a DECE's pension payments while they are on leave?

Under the Employment Standards Act (ESA), your pension contributions will continue during your pregnancy or parental leave, unless you waive this benefit before the leave begins. It is your responsibility to notify the Board of your intent to continue your pension benefits and arrange a payment schedule with them.

Please Note: If your (pregnancy/parental) leave extends past 52 weeks, or your parental leave extends past 37, weeks you will be required to make the pension contributions directly to the pension plan. You are responsible for the payments.

15. Do I still get my 11 sick days and 5 supplemental days if I start the year of maternity leave or are they prorated?

Yes, you still qualify for the full 11 sick days and 5 supplemental days. The days will not show up in your sick leave credits until after you return to work.

16. Will I still qualify for the SEB Plan benefits if I have my baby over the summer break?

Yes.

17. What if my doctor orders me off work before I can claim E.I. benefits? Do I have to go that entire time without pay?

No, as with any illness you may use your 11 sick days at 100%, your two top-up days at 100% and then you may access the remaining 100 days at 90% of salary.

18. I plan on returning to work after 6 months do I include that date in my letter to the Board?

No. Our advice is to always ask for the full year off. Your pregnancy/parental leave can be ended early but it can not be extended.

19. If I am collecting E.I. Sick leave do I still qualify for the top-ups?

Yes.

20. What is the maximum length of time I can be off and claim E.I. benefits?

With appropriate medical documentation a member could be eligible for up to a maximum of 65 weeks (15 weeks sick benefits + 15 weeks maternity benefits + 35 weeks parental benefits) + your 2 week waiting period.

21. Can I resign from the Board after my leave had ended?

Yes, but if you do you must pay back any monies paid under the SEB Plan. Current Board practice is that a member must return to work for a minimum of 4 weeks.

22. How are my benefits paid if I go off on an unpaid child-care leave?

The Board will set up an automatic deduction from you bank account to cover any member portion of the benefit contributions. Members will pay the full benefit contribution premiums as the Board does not pay its share during an unpaid leave of absence.

23. Can I still apply to postings if I am on maternity leave and plan on taking a Child Care Leave?

Yes, you are eligible to participate in all staffing processes.

24. My partner and I want to share the parental leave is this an option?

Yes. The parental leave (35 weeks) may be shared between you and your partner. While two people can technically not be paid for the same claim in a practical sense you will both be off at the same and will both collect E.I. What this means is that your E.I. entitlement will end the equivalent amount of time taken by your partner. So if they took 6 weeks your E.I. payments would end 6 weeks early but the length of your leave would remain unchanged.

25. If I have twins is it possible for my partner and I, to each claim a child and collect E.I.?

There was a recent case in Ottawa where this exact scenario took place. The initial request was denied by E.I. but was granted after an appeal was filed. It is important to note that your partner may only claim the Parental Leave portion and not the pregnancy leave.

26. I am pregnant and am worried about slipping on the ice when I am outside on duty, is there anything I can do about this?

Yes. You would certainly be able to at minimum request size appropriate no-slip footwear and if you still were uncomfortable I would suggest you speak to your administrator and request a shift to indoor supervision.

If you have any health concerns at all (aggressive student, too many stairs, air quality) please bring them to your administrator's attention immediately. If your concerns are not addressed or are not addressed to your satisfaction then please contact our locals' Health and Safety Representative.

27. Can I use sick leave to be with my wife and newborn? **Provincial Understanding**

Yes. The current Collective Agreement allows for 2 days but these days will now be considered your “supplemental” absences.

You are permitted 1 day for the birth of the baby and 1 day of paternity leave.

If you require more time off please contact your Local President, Amanda Judd (705-734-8960) to discuss your options.

Contact Information

Payroll
(Judi Grant)

Phone: 734-6363 ext 11350
Fax: 725-7719

Medical Benefits
OTIP

1-866-783-6847

Human Resource Services
(Kim Lintack)

Phone: 734-6363 ext 11245
Fax: 737-6996

Compensation and Wellness
(Robyn Metcalfe or
Jennifer Phillips)

Phone: 734-6363
Phone: 734-6363
Fax: 728-2305

Barrie EI Office (48 Owen Street)

www.servicecanada.gc.ca

Record of Employment Information
Employment Insurance Information
Employment Insurance Program

Phone: 1-800-367-5693
Phone: 1-800-206-7218
Phone: 1-800-529-3742

OMERS Pension Plan

Phone: 1-416-369-2400
Fax: 1-416-360-0217

College of Early Childhood Educators

Phone: 1-888-961-8558
Fax: 1-416-961-8772
www.college-ece.ca

Simcoe Muskoka District Health Unit

Phone: 1-877-721-7520
(www.simcoemuskokahealth.org)

SAMPLE LETTER - PREGNANCY/PARENTAL CARE LEAVE – Permanent DECE

_____, 2017

Kim Lintack
Human Resource Services Department
Simcoe County District School Board
Midhurst, Ontario
L0L 1X0

Dear Kim Lintack,

Pursuant to Article 41 of the Simcoe County Elementary Designated Early Childhood Educators' Collective Agreement, I am applying for Pregnancy and/or Parental Leave to commence _____ and to conclude _____. Enclosed you will find a medical practitioner's certificate stating my expected date of delivery _____.

I understand that during my Pregnancy and/or Parental Leave, I will need to make arrangements regarding payment of my Employee Benefits premiums for the period of the leave (Article 41.01). While on a Pregnancy and/or Parental Leave my experience, for the purpose of salary grid placement shall accumulate. I also understand that seniority for the purpose of declaration will continue to accumulate during all Pregnancy, Parental and Child Care Leaves. I also understand that the Board will not be forwarding pension contributions on my behalf and that I must make arrangements directly with OMERS, if I so choose.

I also understand that I shall return to my present assignment (Article 41.03 and the Employment Standards Act) if the position still exists or to a comparable position if it does not. I look forward to returning to _____ (school).

According to the Collective Agreement, Article 41, if eligible, I understand that the Simcoe County District School Board will pay 100% of my salary for the EI waiting period. I also understand that the Board will pay a top-up to 100% of my salary for the first seven weeks of my pregnancy leave following the one-week waiting period.

Sincerely,

Employee I.D. # _____

SAMPLE LETTER - PREGNANCY/PARENTAL CARE LEAVE – Occasional DECE

_____, 2017

Kim Lintack
Human Resource Services Department
Simcoe County District School Board
Midhurst, Ontario
L0L 1X0

Dear Kim Lintack,

Pursuant to Article 41 of the Simcoe County Elementary Designated Early Childhood Educators' Collective Agreement, I am applying for Pregnancy and/or Parental Leave to commence _____ and to conclude _____. Enclosed you will find a medical practitioner's certificate stating my expected date of delivery _____.

I also understand that I shall return to my present assignment as an Occasional DECE, (Article 41.03 and the Employment Standards Act) if the position still exists or to a comparable position if it does not. I look forward to returning to being an Occasional DECE.

Sincerely,

Employee I.D. # _____

SAMPLE LETTER - CHILD CARE LEAVE

_____, 2013

Kim Lintack
Human Resource Services Department
Simcoe County District School Board
Midhurst, Ontario
L0L 1X0

Dear Kim Lintack,

Pursuant to Article 42 of the Simcoe County Elementary Designated Early Childhood Educators' Collective Agreement, I am applying for an unpaid Child Care Leave to commence on _____ and conclude on _____. I am asking for a _____ (1.0 or 0.5) Child Care Leave.

I understand that during my Child Care Leave, the Board will not continue to pay its portion of my Employee Benefits. I also understand that seniority for the purpose of declaration will continue to accumulate during all Pregnancy, Parental and Child Care Leaves (Article 42.02). I also understand that the Board will not be forwarding pension contributions on my behalf and that I must make arrangements directly with OMERS, if I so choose.

I also understand, that I shall be reassigned to the same school location, unless declared surplus, upon return to work (Article 42.04), at _____ (school).

Sincerely,

Employee I.D. # _____