



NINE STEPS TO HELP APPLY FOR MATERNITY/PARENTAL LEAVE

Follow the steps below, in order, when applying for maternity leave.

- ★ Remember to keep copies of all paperwork and correspondence for your own files.
- ★ Please contact Amy Reinders, TBU Maternity Leave Liaison, at the District 18 office if you have any further questions regarding maternity/parental leave.
- ★ Please contact Erin Doupe, TBU Benefits Officer, at the District 18 office if you have any further questions regarding benefits.

STEP 1:

Decide on your leave date - best to start on a Monday due to the way E.I. is paid. You can choose a 12-month leave or an 18-month leave. During this statutory leave, the Board is required by Collective Agreement to pay their share of the cost of Benefits, and you continue to gain experience and seniority.

STEP 2:

Meet with your principal and inform them of your leave – fill in the HR 001 form called “Application for Leave of Absence” which can be found at your school office or via SharePoint. The form must be at the Board Office not less than two weeks (preferably four weeks) before the start of your leave.

STEP 3:

Write a letter to the Board - the letter should state that you are taking maternity leave, when your due date is and the date your leave will start (see the sample letter included in this package). Attach this letter and a medical certificate with your due date to your “Application for Leave” and send it to Mo Mitchell in HR at the Board Office.

STEP 4:

Contact E.I. – go online and familiarize yourself with the online application process. You can choose to have your EI Parental Benefits for 35 weeks at 55%, or 61 weeks at 33%. The length of parental benefits does not have to match the length of your leave. You can ask for an 18-month leave, but get your E.I. benefits paid over 12 months.

STEP 5:

Contact Ontario Teachers' Pension Plan - you need to decide whether you wish to continue paying your pension while on leave or pay back your pension when you return to work. Contact OTPP; they will outline what you owe and your options for payments.

STEP 6:

Apply for E.I. - as soon as your leave begins apply online for E.I. The Board will send your Record of Employment (ROE) to the E.I. office electronically once you start your leave. In the event that you work right up to the end of June and the baby is due over the summer, you still apply for E.I. immediately after your last day of work. If you have to use your sick days because of medical complications, you are still considered working as you are still getting paid by the Board.

STEP 7:

Benefits – once you go on leave, the Board will notify OTIP that your status has changed from FTE to Maternity or Parental leave. OTIP will contact you directly by email to the account you have set up with them. You will have the option to continue with some or all of your benefits, or suspend some or all of your benefits. They will also advise you on the payment options. You will also receive an email in which you will be given the option to maintain or suspend your LTD. It is highly recommended that you maintain your LTD for the duration of your leave.

STEP 8:

Send a letter to Board requesting SEB and top-up **only available to a member who has given birth** – on the E.I. website, find your Benefit Statement which states the date of your one-week waiting period and the weekly benefit amount you will receive. The Board needs this to calculate your SEB and top-up. You must send a copy of this to Mo Mitchell at the Board office with a letter requesting your SEB and top-up (see sample letter included in this package). In addition, please attach a copy of a hospital document (baby's temporary health card) showing proof of the baby's date of birth to this letter. Please note all 3 documents must be received by the Board in order for them to process your request which can take 4 – 6 weeks. No requests will be processed over the summer. You will have to wait until Sept. 1 for the Board to process your request.

STEP 9:

Add the baby to your benefits - complete the benefits change form with OTIP adding the baby to your benefit plan. Go to “My Benefits – My Personal Information – Enroll/Make Changes” and complete the “Life Event” for “Birth of a Child”. You have 30 days from the date the baby is born to add them to your benefits plan; if you do not inform OTIP of the baby's birth within 30 days you will be considered a “late applicant” and may be denied coverage. Even if you suspend your benefits for your leave, you still need to add your baby to your benefits. If your coverage is with another company through your spouse, you will need to contact that company to make the appropriate changes.

Best wishes!