



Teachers' Bargaining Unit

Upper Grand District 18

Maternity / Parental Leave Supplemental Information Sheet

Collective Agreement: read Article 11.04 (p. 79) in the [2022-2026 Collective Agreement](#) carefully before beginning the application process for maternity/parental leave

E.I. Tips:

- applications for E.I. can be done online at www.servicecanada.gc.ca
- full-time teachers are considered to work 8 hours per day
- teachers are employed for twelve months of the year but the last day worked in a school year is the last work day at the end of June
- there is a waiting period of one week from the time you go on maternity leave to the time you start getting E.I. payments
- make sure you have a 1 week wait period (check your EI application)
- if you have to use sick days because of complications, you are still considered working as you are still being paid by the board (do not check off you are on sick leave on your EI application) see attached note

Pension Tips:

- teachers are encouraged to continue to pay into their pension while on maternity/parental leave (if finances allow) so that their retirement date remains the same
- if you decide not to pay pension contributions while on leave, you have five years from the end of your leave to purchase as much of your pension credit back as you are able to
- you can transfer personal RRSP funds that you currently have to your pension plan as part of your pension buy-back plan – contact the OTPP for more information
- if you are unable to pay any of your pension back, working more than 11 days a school year will count as a qualifying year, which is used to calculate your 85 factor. You will be able to retire at your predicted retirement date, but it will be a reduced pension.

Benefits Tips:

- it is recommended that teachers continue their life insurance and LTD payments while on maternity/parental leave, even if they suspend the health and dental benefits portion
- depending on the spouse's benefits, some teachers choose to cancel their health portion and join their spouse's plan, but please be aware that it is sometimes difficult to rejoin OTIP and a full medical investigation may be required
- you can suspend any part of your benefits while on leave and restart when you come back
- in order to add a child to your benefits, you must notify OTIP within 30 days of a "life change" (e.g. birth of a child); **OTIP will not cover a new baby unless they are informed of the birth.**
- you can add your baby to your benefits online at www.otip.com. Log in and then click on "My Benefits" > under "My Personal Info" click on "Enroll/Make Changes" > click on "Birth of a Child".
- for further questions regarding benefits, please contact the TBU Benefits Officer Erin Doupe

Salary Reminder:

- upon returning to work, make sure that you are being paid at the right category level and year of experience; mistakes are sometimes made. Use the eServe portal via the UGCloud landing page (under drop down menu from your login name)
- make sure if you return in the spring, that you are not being overpaid. You should have a salary adjustment.
- even while on maternity / parental leave, teachers still gain a year of experience and seniority.
- if you go on maternity / parental leave early in the school year, there will be a deduction for overpayment on your last pay before starting your leave.

Holiday Babies:

- If your baby arrives during a holiday (example summer, Christmas/March break) there will be a delay in your SEB and/or Top-Up as the Board only processes requests during school time.
For example, if your baby arrives in July, your 1 week of SEB and 7 weeks of Top-up will be processed starting September 1st. Remember it takes 4 – 6 weeks for the request to be processed. (i.e. there will be a delay in your pay)

Other Considerations:

For babies that are due in the summer:

- your last day worked would be the last day of the school year and your first day of leave would be the first day of school the following school year, based on that school year's calendar.
- if you work up until the end of June you will be paid as normal over the summer (until Aug. 31st), even if you will not be returning in September, and even if the baby is born in July or August
- if you start your leave close to the summer (e.g. May or beginning of June), the Board will pay out what they owe you for the summer months in a lump sum on your final pay.

Other things to remember:

- if you are on leave in January, your Ontario College of Teachers fee will not be deducted; therefore, you must arrange to pay the fee yourself
- due date for OCT fee is April 15th in order to remain a member in good standing

Important Contacts:

E.I. - Queries 1-800-206-7218 www.servicecanada.gc.ca

District 18 Office 519-843-4043
Amy Reinders (Maternity Leave Liaison) ext. 226
Erin Doupe (Benefits Officer) ext. 253

OTIP- Member Benefit Inquiries 1-866-783-6847 www.otipservices.com

Board office 519-822-4420
Ashley Munroe (Benefits) ext. 773
Mo Mitchell (Human Resources) ext. 585
Amy Carter (Payroll Supervisor) ext. 808
Sherry Pirico (Secondary Teacher Payroll ROE) ext. 786