

Maternity/Parental Leave Supplemental Information Sheet

This information sheet is intended to provide some tips for applying for maternity/parental leave. It should be consulted in conjunction with the District 18 Maternity/Parental Leave package.

Collective Agreement:

- read Article 11 in the Collective Agreement carefully before beginning the application process for maternity/parental leave (Article 11 can be found on pgs. 14 - 16 of the current Collective Agreement)

E.I. Tips:

- applications for E.I. can be done on-line at www.servicecanada.gc.ca
- teachers are considered to work 5.5 hours per day
- teachers are employed for twelve months of the year so the last day worked in a school year is August 31st
- an information package is available from your local E.I. office entitled “Maternity, parental and sickness benefits”
- there is a wait period of two weeks from the time you go on maternity leave to the time you start getting E.I. payments

Pension Tips:

- teachers are encouraged to continue to pay into their pension while on maternity/paternal 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 that pension credit

Benefits Tips:

- it is recommended that teachers continue their life insurance and LTD payments while on maternity/paternal leave, even if they cancel the health and dental benefits portion
- depending on 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 medical may be required
- in order to make changes to your benefits (ie. to add someone to your plan) you must notify OTIP within 31 days of a “life change” eg. birth of a child

Budgeting Tips:

- be prepared that when you return to work you may be required to “pay back” a portion of your salary. Depending on when your maternity leave started, you might be over paid by the time you return to work; this is a result of pay periods, start of leave and SEB money. This situation has caught some people off guard. Please consult pay roll at the Board office if you are concerned about how much you will be required to pay back.

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. - Teledec (reporting your status) 1-800-531-7555
Queries 1-800-206-7218
www.servicecanada.gc.ca

OTIP - Member benefit inquiries 1-866-783-6847
www.otipservices.com

Board office 519-822-4420
- Sandy Edwards (benefits/pension) ext. 784
- Lynda Scott (human resources) ext. 778
- Darlene Allen (payroll supervisor) ext. 808
- Lange Bongelli (secondary teacher payroll) ext. 788