



**District 11 (Thames Valley)  
Secondary Teachers' Bargaining Unit  
And  
Occasional Teachers' Bargaining Unit**

**Pregnancy, Parental and  
Adoption Leave Guide**

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## **CONGRATULATIONS!**

*The arrival of a new child is definitely an exciting and rewarding time. You have many decisions to make – from strollers to nursery colours – all of which can feel overwhelming at times. We hope that the decisions around your leave will be made easier with this booklet.*

***Enjoy your little one and all the best! Happy parenting!***



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## Introduction

This package of information is intended to assist you in preparing for pregnancy, parental, or adoption leave by providing an overview of the rules and procedures that govern these leaves. While we strive to keep this information current and valid, we can take no responsibility for outdated details. Federal and Provincial legislation, the terms of our Collective Agreement, and TVDSB policies may have changed since this document was printed, so *please make sure you verify the information prior to making any decisions*. **It is your responsibility to check with your OSSTF Federation services Officer and with the TVDSB to ensure that you have all the information and documents you require.** Updated legislation is also available through government websites. Please understand that some circumstances are unique and will generate a different outcome. If you have questions, please feel free to contact the District 11 office

*It is strongly advised that you keep a complete record of arrangements made and documents submitted, including proof of the date submitted. Every effort should be made to obtain written confirmation.*

## Contact Information

OSSTF – District 11 Chris Wismer <a href="mailto:Chriswismer@osstf11.com">Chriswismer@osstf11.com</a>	519-659-6588 Fax: 519-659-2421 <a href="http://www.d11.osstf.ca">www.d11.osstf.ca</a>
Thames Valley District School Board	519-452-2000 <a href="http://www.tvdsb.ca">www.tvdsb.ca</a>
Shauna Patrick (HR)	<a href="mailto:s.patrick@tvdsb.ca">s.patrick@tvdsb.ca</a>
Corissa Parker (Manager, HR)	<a href="mailto:corissa.parker@tvdsb.ca">corissa.parker@tvdsb.ca</a>
Mindy Marjerrison (Payroll)	<a href="mailto:m.marjerrison@tvdsb.ca">m.marjerrison@tvdsb.ca</a>
Bobbie-Lyn Witlox (Disability Management Officer)	<a href="mailto:b.witlox@tvdsb.ca">b.witlox@tvdsb.ca</a>
Service Canada	<a href="http://www.servicecanada.gc.ca">www.servicecanada.gc.ca</a> 1-800-O-Canada (622-6232)
Employment Insurance	1-800-206-7218
Ontario Teacher's Pension Plan	<a href="http://www.otpp.com">www.otpp.com</a> 1-800-668-0105 Email: <a href="mailto:inquiry@otpp.com">inquiry@otpp.com</a>
College of Teachers	<a href="http://www.oct.ca">www.oct.ca</a> 1-888-534-2222 Email: <a href="mailto:info@oct.ca">info@oct.ca</a>
Ontario Teachers Insurance Plan (OTIP)	<a href="http://www.otip.com">www.otip.com</a> 1-866-783-6847
Homewood Health Employee Assistance Program (EAP)	1-800-663-1142 <a href="http://www.homewoodemployeehealth.com">www.homewoodemployeehealth.com</a>
Lifeworks For employees insured through OTIP for LTD	1-800-668-0193 <a href="http://www.lifeworks.com">www.lifeworks.com</a>

## **SECTION I - Before You Begin Your Leave**

### **Planning Ahead**

You face some important decisions in the months ahead. As you plan for the future, take the time at each stage to:

- Do your research and get the information you need to make the best decisions for you and your family.
- Consider your options and look at the different financial, personal, and professional implications of each carefully.
- Be aware of both your rights and responsibilities by checking the following:
  - **Employment Standards Act**
  - **Employment Insurance Act**
  - **TBU Collective Agreement (Articles C 9.00, L12.00 – L16.00) (Available through the Employee Portal)**
  - **OTBU Collective Agreement (Articles C 9.00, L9.00, L11.00 – L13.00) (Available through the Employee Portal)**
  - **Board policies or protocols (Electronic forms available through the Employee Portal)**
- If you are not ready, do not feel pressured to make a decision before it is required.
- Be aware of deadlines and ensure your paperwork is completed in time to receive what you are entitled to.
- Remember you do not have to apply for pregnancy, parental and extended parental leave all at once, but can take it one step at a time.
- Keep a complete home file of copies of all your documents and correspondence with the Board, including dates. You may need this verification later.

### **QUESTIONS????**

***Call your D 11 OSSTF Federation Service Officer for information. 519-659-6588***

### **Leaves**

There are two processes to consider when applying for your leave. The first is applying to the Board for an unpaid leave of absence. The second is applying for income replacement benefits. Income replacement benefits include the Federal government Employment Insurance (EI) maternity and parental leave benefits, or adoption benefits and the Board paid Supplementary Employment Benefit (SEB).

### **Qualifying For a Leave**

You qualify for an **unpaid** leave of absence if you have been employed by the TVDSB for at least 13 weeks prior to the expected birth date. There is no service time requirement between pregnancy leaves.

You qualify for a leave of absence AND EI income if you have worked at least 600 hours (at the time of revision) in the 52 weeks prior to the commencement of your leave. The 600 hours is calculated based on an 8-hour full-time teaching day, therefore you need to work 75 full-time teaching days to qualify for EI benefits. These hours can be accumulated from actively working as a contract or occasional teacher or by using sick leave credits.

If you are unsure if you meet the time requirement, you should contact Service Canada (1-800-622-6232) directly requesting that they review your employment information. If you are working in another job where EI deductions are being taken, these hours may also count toward your total and can be confirmed with EI.

### **When Can I Begin My Leave?**

You can begin a pregnancy leave anytime up to 17 weeks before your due date, however, the paid EI benefit does not begin until 8 weeks before your due date.

Your leave must begin no later than either your due date or the day the child is born, whichever comes first.

Your due date does not need to match your leave date. You can choose to begin your leave as noted above as long as the leave does not begin any later than your due date or the day the child is born, whichever comes first.

### **Using Sick Leave Before My Pregnancy Leave**

If you have medical reason for being unable to work before your due date, you may access your sick leave. This use of sick leave does not impact on your pregnancy leave. Most mothers will have enough sick leave to pay them through to the due date (please see **Sick Leave** below), however, if you do not have enough sick leave to pay you through to your due date, you will need to consider: a) EI sick leave benefits, b) Wage Loss Replacement, c) LTD, d) an unpaid medical leave from the Board, or e) commencing your regular EI pregnancy and parental leave early, based on the qualifying criteria above. In any case, it would be wise to call the District Office to discuss your options. One consideration is that you would be required to pay for your extended health, dental and life insurance premiums if you choose to collect EI sick benefits.

You will be required to provide an abilities form (Appendix 5) if you are accessing sick leave for an extended period prior to your pregnancy leave. This abilities form should be obtained at the time your physician advises you to stop working. The abilities form should be sent to the Disability Management Officer at the Board. You then notify your principal by email or phone to advise them of your absence and confirm how they would like the vacancy entered in TVARRIS.

### **Sick Leave**

This is a summary of the sick leave plan. For more details, please refer to the appropriate collective agreement (C9.00).

Each full-time contract teacher is allocated 11 Sick Days at 100% of salary and 120 Short-Term Disability Days at either 90% or 100% of salary. Short-Term Disability Days are paid at 90% of salary unless the teacher has unused sick days (Top-up Days) from the previous year. Each unused sick day from the previous school year can be used to top up 10 Short-Term Disability Days to 100% of pay. For Example, a teacher who used 4 sick days in the previous school year would have 7 Top-up days. This teacher would have access to 70 Short-Term Disability Days paid at 100% and 50 Short-Term Disability Days at 90%. The number of Top-up Days available can be viewed in your Employee Portal.

Occasional teachers in an LTO have their Sick Days and Short-Term Disability Days pro-rated by the length and FTE of the LTO. Sick Days are limited to the length of the LTO. Top-Up is not available to LTOs.

## **When Do I Give My Notice?**

You must give a **minimum** of 2-weeks notice to the Board before your expected leave begins. However, to ensure your payroll and benefits changes happen smoothly, **it is advisable to give the Board as much notice as possible of your upcoming leave.**

If your baby arrives earlier than expected, the dates will be adjusted as required. There is no penalty for not giving notice when a baby is early or there are complications which impact your due date. Please call Shauna Patrick in Human Resources if the baby arrives earlier than your original leave date. Your dates will be changed to reflect the earlier birth date: Your return-to-work date will also change and be based on the new leave date.

## **To Whom Do I Give My Notice?**

Complete the Application for Pregnancy/Adoption/Parental Leave (Secondary Teachers) or the Pregnancy/Adoption/Parental Leave (Secondary Occasional Teachers) form (Appendix 1 or 2) and attach a medical certificate identifying your expected due date (expected date of confinement). This note can be written by either a physician or midwife and should refer **ONLY TO YOUR DUE DATE.**

If you are also experiencing medical complications **DO NOT** include this information on the due date note. This medical issue should be documented separately at the time that you are experiencing symptoms. **This abilities form should be provided by a physician or midwife and sent directly to the Disability Management Officer at the Board.**

Completed application forms should be forwarded to Shauna Patrick for teachers, LTOs and daily occasional teachers. It is always advisable to keep copies of any documents that you are submitting to the Board and any documents you receive. The appropriate leave request form is available through the Employee Portal in electronic forms.

A teacher should not be pressured to apply for leaves any sooner than is required. Make sure you are certain of your plans and fully understand the implications of your decisions before you apply.

Teachers who become pregnant while on leave will be granted pregnancy, parental and extended leaves for the next child without having to return to work. It would be unlikely that a mother in this situation would qualify for EI benefits.

## **Filling Out the Leave Application Form**

The leave of absence form asks you to specify your start and end dates for the leave period. You may apply for:

- 17-week pregnancy leave (only if you are the birth mother)
- Up to 61-week parental leave (may be combined with 17-week pregnancy leave)
- Up to 63-week adoption leave
- Up to 63-week partner's parental leave

For birth mothers, the parental leave must follow immediately after your pregnancy leave. The parental leave for the other parent must commence within 78 weeks of the birth of the child or in the case of adoption, the date the child came into the home.

On the form, indicate the day your leave will begin (the first day you are NOT being paid by the Board) and provide the end date (final date absent from work). ***\*\* These dates will be corrected for you when you notify the Board of the actual birth date of your child.***

If you wish to return to work before the statutory leave is over (or sooner than a date provided on the original form), you must give the Board a minimum of **4 weeks written notice** of this earlier date.

### **Care Days for The Other Parent at The Birth Of A Child Or Adoption**

Our collective agreement allows a teacher or occasional teacher in an LTO up to five days per year without deduction of sick leave credits where it is necessary for the teacher to care for a parent, child or spouse. This includes paternity leave and adoption. Please note that these are **not additional** care days. This is the **total number** allowed for the year. Also note that any days used for an act of nature reduce the number of days available to be used as care days. For example, if the other parent used 2 act of nature days, only 3 days would be available for use as care days.

### **Paying Into Your Pension**

If you have not been contacted by the Ontario Teacher's Pension Plan, please contact them. They will explain your options for continuing to contribute to your pension while you are on leave or buying back your pension if you choose not to contribute while on leave. For more information on which alternative is best for you, you will want to speak with OTPP at 1-800-668-0105. We recommend that you continue to make pension contributions if possible.

### **Benefits**

If you wish to add your new baby to your benefit plan, or change your coverage during your leave, you can do so on-line at [www.otip.com](http://www.otip.com). For more information contact the **Ontario Teachers Insurance Plan (OTIP)** at 1-866-783-6847

### **Forms**

You will be sent the Participation in LTD Benefits form and Payor's Authorization for Pre-Authorized Debits for Personal Purposes form (Appendix 3) and a memo from Human Resources regarding the SEB plan and OCT fee payments (Appendix 6) once your application for pregnancy leave is received. You must complete the Participation in LTD Benefits form to indicate if you wish to maintain LTD while on leave. If you wish to continue LTD benefits while on leave, you will need to complete the Payor's Authorization for Pre-Authorized Debits for Personal Purposes form. OSSTF recommends that you continue LTD coverage while on leave.

### **Extended Healthcare and Dental Benefits**

The Board will continue to pay its share of the benefits package – currently 94% of Extended Health; and 94% of Dental for full-time teachers or LTOs (for the duration of the LTO) during pregnancy, adoption and parental leaves. Note that the Board's contribution is pro-rated for part-time teachers or LTOs who go on one of these leaves. During extended parental leave or a leave of absence without pay, the teacher is responsible for the full cost of maintaining benefits and must make arrangements with OTIP regarding payment in order for benefits to continue. Please see appendix 4 that shows the premium costs for benefits based on FTE. Be sure to look into our Group Benefits Plan before you go to the hospital. At the time of publication, you are entitled to a semi-private room during hospitalization. You may want to consider upgrading to a private room and paying the difference. It may be worth asking the hospital how much an upgrade would cost ahead of time.

If you suspend your benefits while on leave, you will not be able to make a claim while on leave.



## **Long Term Disability Insurance**

The premium paid while on leave is based on the monthly salary applicable on the day immediately preceding the first day of leave. In will need to complete the Participation in LTD Benefits form to indicated whether you would like to continue coverage while in leave. You will need to complete the Payor's Authorization for Pre-Authorized Debits for Personal Purposes form (Appendix 3) if you wish to continue coverage while on leave. **OSSTF recommends that you continue to pay your Long Term Disability (LTD) Premiums while on leave.**

Note: If you become disabled during your leave, immediately contact the District 11 Office to see if you qualify for LTD. To apply, you would need to rescind your parental leave and go on sick leave while you apply for disability. This will put you back on full salary and begin the waiting period you must serve before disability benefits can start.

## **Life Insurance**

For contract teachers, basic life insurance of 2x salary will continue to be paid during pregnancy, adoption and parental leaves, but not during extended leave. Optional life insurance premiums would continue to be paid by the member. Contact OTIP for more information about life insurance. Occasional Teachers pay the full cost of any optional life insurance.

***We advise you not to cancel your Life Insurance while on leave.***

## **Supplemental Employment Benefit (SEB)**

All contract teachers who are granted pregnancy leave qualify for the Supplementary Employment Benefit. You are eligible to receive 100% of your salary minus any EI received for the first 8 weeks of the pregnancy leave.

If you are an Occasional Teacher in an LTO you are also eligible to receive SEB, but benefits are limited to the length of the LTO. If the first 8 working weeks straddles a semester or the summer, your SEB will be based on the FTE at each point.

Example 1: If you were 3-lines semester 1 and 2-lines semester 2 and your leave started the last week of semester 1, you would receive 1 week at 1.0 FTE and 7 weeks at 0.67 FTE)

Example 2 If you have 3-lines semester 2 and 2-lines semester 1 of the following school year, and your leave started the last week of the school year, you would also receive 1 week at 1.0 FTE and 7 weeks at 0.67 FTE)

All teachers must apply for EI to access the benefit. To apply, you will need to send information from EI to the payroll department to show that the waiting period is over or proof that you do not qualify for EI.

## **SECTION II - While on Leave**

### **How Do I Apply for Employment Insurance (E.I.)?**

Complete the online application from at [www.servicecanada.gc.ca/eng/lifeevents/baby.shtml](http://www.servicecanada.gc.ca/eng/lifeevents/baby.shtml). Complete and submit your application for Employment Insurance benefits immediately after your last teaching day. If you delay applying for benefits later than four weeks after your last day of work, you risk losing benefits.

You will also need:

- A medical certificate from your doctor.
- A Record of Employment (ROE) from the Board following the last day worked and paid. The Thames Valley District School Board submits the ROE *electronically*.

Do not delay your application for EI benefits if you don't have your medical certificate but remember that your EI application will not be processed until you submit these documents so do this as quickly as possible. You do not have to wait for the baby to arrive before applying for EI, you just need to ensure that your pay with the Board has stopped.

### **Spousal Sharing of Leave and Benefits**

Under legislation, only the birth mother is eligible for pregnancy leave and maternity EI benefits. Either or both parents may take parental or adoption leave. Leave may be taken at the same time or consecutively. EI parental benefits, however, may only be claimed by one parent or shared between two partners. If shared, only one waiting period needs to be served per birth or adoption. In most cases the maximum EI benefit is 50 weeks at 55% of Salary or 17 weeks at 55% of salary and 61 weeks at 33% of salary. For exceptions see the Service Canada website.

### **College of Teachers**

Teachers are reminded that they are responsible for the payment of the College of Teachers fee while not receiving salary from the TVDSB. Contact the College to make the payment to remain in good standing.

***We strongly recommend that you do not let your membership lapse or you will have a re-instatement fee as well as the annual fee and you may have to re-apply.***

### **What If My Baby Is Early?**

If your baby arrives early, your pregnancy leave begins when the baby is born. If your baby is born before the date stated on your ROE, you will need to call Shauna Patrick in Human Resources and request that a new ROE be issued.

### **What If My Baby Is Late?**

Your pregnancy leave will commence on the start date indicated on your leave of absence form. If your baby is late, your leave begins and ends with the dates on your original form that you submitted and not with the birth of the child.

## **What If Something Happens to The Baby?**

In the event that you experience a miscarriage or stillbirth, you are entitled to benefits under the following circumstances:

- If the stillbirth/miscarriage occurs earlier than the 19<sup>th</sup> week of pregnancy, you may access sick days and/or EI sick leave benefits.
- If the stillbirth/miscarriage occurs after the 19<sup>th</sup> week of pregnancy you qualify for the 17 weeks of pregnancy leave.

If medical circumstances render you unable to return to work, you may apply for an additional leave of absence with medical support from your doctor.

## **Extending Your Leave**

### **Extended Leave (TBU Article L14.12 - OTBU L12.13)**

Under the collective agreement, a teacher or occasional teacher eligible for parental or adoption leave may apply for extended leave. The extended leave would start at the end of the teacher's parental or adoption leave and will not exceed one year unless an extension would allow the leave to conclude on the day prior to the start of the next term or semester. Such extensions require mutual consent of the teacher and employer. Please contact the Human Resource Services Department about any such extensions at the time the leave is requested.

All start and end dates will be confirmed in writing by the Board. The sum of a pregnancy leave, parental leave and extended leave cannot exceed 32 calendar months, except when an extension will better accommodate program needs. No EI benefits are paid for an extended leave.

To apply for an extended leave, complete that section on your Application for Pregnancy/Adoption/ Parental Leave form or email Bethany Martin in Human Resource Services as soon as possible during your parental or adoption Leave.

### **Leave of Absence Without Pay (TBU Article L16.16 – OTBU L10.14)**

In addition to the pregnancy, adoption, parental and extended leaves a teacher or occasional teacher may request a leave of absence without pay for one year to commence September 01. Teachers request this leave by completing the Application for Leave of Absence Secondary Teachers form (Appendix 7) available in electronic forms in the Employee Portal. Occasional teachers request this type of leave by sending an email to Bethany Martin and should include in the subject line a reference to L10.14. It is important for occasional teachers who will not be working to take a leave so that they are not removed from the list for not completing their minimum 5 days.

- The deadline for applications is March 15 for teachers and June 30 for occasional teachers in the year in which the leave is to begin.
- This leave is without pay or sick leave.
- A teacher may request an extension of this leave by March 15 of the first year of the leave for a maximum of one additional year.
- An occasional teacher may request an extension of this leave by June 30 of the first year of the leave for a maximum of one additional year.
- No EI payments are made during a leave under this article.

### **What is the longest time that I can be on a full-time leave and maintain my employment with the TVDSB?**

The short answer is about 4 1/2 years per child. If you take eighteen months of combined pregnancy and parental leaves, followed by one year of extended leave and two years of leave of absence without pay you, would still be employed by the TVDSB. You should call your District 11 office if you are considering leaves longer than one year.

### **What If I Become Pregnant While I'm on Leave?**

You are entitled to an unpaid pregnancy and parental leave if you become pregnant while on statutory or extended leave. File the forms with the Board and the leaves cycle will start for the new child. You will also qualify for the Supplementary Employment Benefit.

In order qualify for EI, you must work 600 hours in the 12 months prior to the new leave start date. Remember that if you choose to return to work from a leave early, you must provide a minimum of 4 weeks notice to the Board. One full teaching day is 8 hours. You must work 75 days to accumulate 600 hours for EI purposes.

### **What If I Become Disabled While on Leave?**

If you become disabled during your leave, immediately contact the District 11 Office to see if you qualify to rescind your leave and go on sick leave while you apply for long term disability. This would put you back on full salary and begin the waiting period you must serve before disability benefits can start.

## **SECTION III - Returning from Leaves**

### **Returning From Pregnancy or Parental Leaves**

You should contact the principal of your school well in advance of your return to work to get information about your assignment. A teacher returning from a parental leave shall return to the position most recently held unless the teacher would otherwise have been declared surplus or redundant to the system. If your principal indicates that you will not be returning to your previous position, please contact the District 11 office.

A teacher may alter the requested termination of a pregnancy, adoption or parental leave:

- to an earlier date if the teacher gives at least four weeks written notice before the earlier termination date; or
- to a later date if the teacher gives at least four weeks written notice before the leave was to end and the later date does take the leave beyond the maximum 78 weeks.

### **Returning From Other Leaves (TBU Articles L16.19 and L16.20)**

Note that these articles do not apply to pregnancy, parental or adoption leaves but only to other types of leaves.

L16.19 Teachers returning from a leave of one (1) school year or less shall be placed at the school from which they took the leave, subject to seniority and qualifications.

L16.20 Teachers returning from a leave greater than one (1) school year will be returned to the staff list of their previous school for the purposes of tracking staff during the staffing process. If there is no vacancy for which the Teacher is qualified, the Teacher will be declared surplus to the school, regardless of seniority.

For advice about returning from leaves, please contact the District 11 office.

### **Part – Time Assignments (Article L34.02)**

If you wish to return to work part-time, you must request a part-time leave by March 15<sup>th</sup> for leaves commencing in the following school year. Requests after March 15<sup>th</sup> are granted at the discretion of the employer. If you wish to continue part-time, you must request the leave every year by March 15<sup>th</sup>. If you wish to return to full-time work, do not request the leave for the following year.

### **Calculation of Seniority and Salary Grid Placement**

- Teachers continue to accumulate seniority and salary grid years while on pregnancy, parental or adoption leave.
- During extended leaves and leaves of absence without pay, a teacher accumulates service seniority credits but not experience on the salary grid.

## **SECTION IV - Leave Checklist**

### **Before the Arrival**

Determine when you want to start your leave (call the district office if you need advice)

Collect the required medical letter from your doctor or midwife.

Complete the Board leave request form (Appendix 1) and submit it, along with your medical letter, to Shauna Patrick no less than two weeks prior to the commencement of our leave. Once the Board has this form, they will send you the other forms that may need to be completed. (Appendix 3 and 6)

Make a decision regarding the continuation of your LTD while on Leave and complete the appropriate forms that are sent to you (Appendix 3)

Contact OTPP to obtain information about how your leave impacts your pension and discuss options for making contributions for your leave.

Make a decision regarding the continuation of extended health, dental and life insurance benefits and make arrangements with OTIP to continue or suspend benefits.

### **After the Arrival**

Call the Shauna Patrick to report your actual delivery date.

Apply for EI benefits within 4 weeks of the birth of your child.

Add your child to your extended health and dental benefits at [www.otip.com](http://www.otip.com) .

Submit the receipt from your first employment insurance payment department or proof that you do not qualify for employment insurance to the payroll at the Board office to receive your Supplemental Employment Benefit.

Make a decision about extending your leave beyond the statutory period and request the leave (if taken) – Note that this decision is not pressing, and you can consider this during your Pregnancy/Parental leave.

## SECTION V - Chart A: Summary of Leaves and Benefits

Type of Leave	Length	Inform Board	EI Benefit	SEB Plan/Sick Leave	Other Information
<b>PREGNANCY</b>  Available only to birth mother	17 weeks.	As soon as possible but at least two weeks before the leave is to begin, according to Employment Standards Act.	Income replacement to a maximum of \$547 per week (as of Jan 2018).  You must serve a waiting period.	All teachers and some LTOs granted pregnancy leave qualify for SEB (100% of your salary minus any EI received for the first 8 weeks of the pregnancy leave).  You must apply for EI to access this benefit. To apply, you will need to send information from Service Canada to the payroll department to show that the waiting period is over or proof that you do not qualify for EI.	Employer responsible for employer share of benefits.  Teacher responsible for her share of benefits and full OCT payments.  Teacher may opt to continue OTTP contributions through Board but must reimburse the full cost. The Board will forward the repayment schedule once the leave has commenced.
<b>PARENTAL</b>	Up to 61 weeks for birth mother.  Up to 63 weeks for other parent under the ESA. May be taken at the same time or consecutively.	Same as above.	Same as above but only one waiting period must be served.	None.	Same as above.
<b>EXTENDED LEAVE</b>	Up to 52 weeks.  Return after one of the natural breaks by prior arrangement with the Board is preferred.	Application must be made by deadlines established in the Collective Agreement. (TBU Article L14.12 and L15.10 OTBU Article L12.13 and L13.11)	None.	None.	Teacher is responsible for full cost of benefits.  Pension contributions must be made directly to OTTP.
<b>UNPAID LEAVE OF ABSENCE</b>	Application for full year or half year.  Can be extended by up to one year.	Applications must be made by deadlines established in Collective Agreement. (TBU Article L16.16 OTBU L10.14) Leaves are based on school calendar.	None.	None.	Same as above.

## **SECTION VI - Appendix**

The following sample forms are provided for your information only. **Official forms can be found in your Employee Portal under Electronic Forms.** Other forms will be sent directly to you by the Board.

Appendix 1: Application for Pregnancy/Adoption/Parental Leave (Secondary Teachers)

Appendix 2: Application for Pregnancy/Adoption/Parental Leave (Secondary Occasional Teachers)

Appendix 3: Forms and information about continuing LTD on Leave

Appendix 4: OSSTF benefits while on leave

Appendix 5: Benefit Premium Information

Appendix 6: Abilities Form

Appendix 7: Memo from Human Resources Regarding Pregnancy Leave

Appendix 8: Application for Leave of Absence Secondary Teachers





## Application for Pregnancy/Adoption/Parental Leave (Secondary Teachers)

Please review Article L13.00 - Pregnancy Leave; Article L14.00 - Parental Leave;  
Article L15.00 - Adoption Leave of the current secondary collective agreement.

Name: \_\_\_\_\_ Employee I.D.: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Assignment/Grade: \_\_\_\_\_  
FTE: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ School(s): \_\_\_\_\_

Leave Requested: (Check) \_\_\_\_\_ Expected Date of Birth: YY \_\_\_\_ MM \_\_\_\_ DD \_\_\_\_

☐ Pregnancy → 

Up to 17 weeks available to Birth mother

Medical Certificate:

☐ Attached ☐ To Follow\*

\*A medical certificate indicating the due date is required before your leave can be processed

You may be entitled for up to 8 weeks of Supplementary Employment Benefit.  
Details are in your collective agreement.

### NOTE: EFFECTIVE 2017 DECEMBER 3, NEW E.I. PARENTAL LEAVE OPTION

☐ Parental → 

Up to 35 weeks (EI @ 55%) OR up to 61 weeks (EI @ 33%) if taking pregnancy leave. Up to 37 weeks (EI @ 55%) OR up to 63 weeks (EI @ 33%) if not taking pregnancy leave. Available to either parent following the birth of a child or the coming of a child into the custody, care and control of a parent for the first time.

☐ Adoption →

Proof of Adoption:

☐ Attached ☐ To Follow

Total Duration: (Dates must be completed in full)

Pregnancy/Parental Leave: **PLEASE CHECK ONE**

Up to 52 weeks

OR Up to 78 weeks

Commencement Date: YY \_\_\_\_ MM \_\_\_\_ DD \_\_\_\_

Termination Date: YY \_\_\_\_ MM \_\_\_\_ DD \_\_\_\_

TVDSB Extended Parental: Article L14.12

Commencement Date: YY \_\_\_\_ MM \_\_\_\_ DD \_\_\_\_

Termination Date: YY \_\_\_\_ MM \_\_\_\_ DD \_\_\_\_

\* Commencement Date is the first day you are off work, Termination Date is the last day you are off work

\*\* Please notify Human Resources ASAP should anything occur to change these dates \*\*

**Note:** Human Resources will mail you documentation concerning the continuation of your LTD benefits.  
Long Term Disability is optional.

To file for **Employment Insurance Benefits** call 1-800-206-7218 or access the Service Canada website at [www.servicecanada.gc.ca/eng/lifeevents/baby.shtml](http://www.servicecanada.gc.ca/eng/lifeevents/baby.shtml)

According to the rules and regulations of the Teachers' Pension Plan Board, please complete the form Pregnancy & Parental Leaves that will be sent to you and return the form to the Payroll Department as soon as possible. The Payroll Department submits your Record of Employment electronically to Service Canada.

Please contact Shauna Patrick, Human Resources at 452-2000 ext. 20203 or by email once the baby is born to confirm the date of birth.

Approved:

Manager, Human Resources

C: School Principal  
LTD Plan Administrator  
Staffing/Payroll/Pay Direct

Date of Application: YY \_\_\_\_ MM \_\_\_\_ DD \_\_\_\_

Applicant's Signature



# Application for Pregnancy/Adoption/Parental Leave (Secondary Occasional Teachers)

Article L11 – Pregnancy Leave; Article L12 – Parental Leave; Article L13 – Adoption

Leave

Name: _____		Employee I.D. _____	
Home Address (street, city, PC): _____	School(s)(only for LTOs) _____	Assignment _____	FTE _____
Home Phone: _____			
Expected Date of Birth: YY__ MM__ DD__		Medical Certificate: Attached <input type="checkbox"/> To Follow* <input type="checkbox"/>	
		*Medical documentation indicating your expected due date is required before your leave can be processed if in an LTO	
<b>Leave requested:</b> <input type="checkbox"/> Pregnancy and/or <input type="checkbox"/> Parental <input type="checkbox"/> Adoption <u>Proof of Adoption</u> Attached <input type="checkbox"/> To Follow <input type="checkbox"/>			
Up to 17 weeks available to Birth mother <b>NOTE: EFFECTIVE 2017 DECEMBER 3, NEW E.I. PARENTAL LEAVE OPTION</b> Up to 35 weeks (EI @ 55%) OR up to 61 weeks (EI @ 33%) if taking pregnancy leave. Up to 37 weeks (EI @ 55%) OR up to 63 weeks (EI @ 33%) if not taking pregnancy leave. Available to either parent following the birth of a child or of the coming of a child into the custody, care and control of a parent for the first time.			
<b>Pregnancy/Parental/Adoption Leave</b> A full Pregnancy/Parental leave is 52 weeks = 1 year minus 2 days <b>PLEASE CHECK ONE:</b> Up to 52 weeks <input type="checkbox"/> OR Up to 78 weeks <input type="checkbox"/> Commencement Date: YY__ MM__ DD__ LTO Assignment End Date: YY__ MM__ DD__ Termination Date: YY__ MM__ DD__		<b>Extended Parental Leave</b> End of school year or return of the teacher  Commencement Date: YY__ MM__ DD__ Termination Date: YY__ MM__ DD__	
Dates must be completed in full <ul style="list-style-type: none"> <li>• Commencement date is the first day you are off work, can be before your due date, but not after</li> <li>• Termination date is the last day you are home, on your leave</li> <li>• If you are returning for the first school day in September your Termination date is the last working day of the previous school year.</li> <li>• Please confirm baby's date of birth by contacting Michelle Roberts, HR either by phone (number below) or by email so your ROE and leave dates can be adjusted accordingly if need be.</li> <li>• A change to your termination date requires 4 weeks notice (applicable for LTOs). To request this change please email Bethany Martin, your HR Manager.</li> </ul>			
For LTOs on a pregnancy leave you may be entitled up to 8 weeks of a Supplementary Employment Benefit (SEB Top Up). Details are in your collective agreement and MOU.  The Payroll Department submits your Record of Employment electronically to HRSDC. To file for Employment Insurance Benefits call 1-800-206-7218 or access Service Canada online services at: <a href="http://www.servicecanada.gc.ca/eng/ei/application/employmentinsurance.shtm">www.servicecanada.gc.ca/eng/ei/application/employmentinsurance.shtm</a>			
Approved: _____ Manager, Human Resources  Staffing/Payroll OSSTF, LTD Plan Admin.      School Principal Sec. Asst., Staffing		Date of Application: YY__ MM__ DD__  Applicant's Signature: _____	

**Please submit your completed and signed application along with medical documentation to:**

**OTs:** Fax: 519-452-2478 or email to Ardiana Ahmeti, HR, 519-452-2000 x 20278

**LTOs:** Fax 519-452-2478 or email to Shauna Patrick, HR, 519-452-2000 x 20203

# Should I continue my Long Term Disability coverage during my leave of absence?

The answer to this question deserves careful consideration. Long Term Disability (LTD) insurance provides a safety net that will replace a percentage of your salary and provide pension plan protection should you be unable to work because of an illness or injury.

Your LTD plan recognizes that most members are in a highly vulnerable financial position should they be confronted with a loss of income during a lengthy or permanent disability.



## While on leave of absence, you have two options:

1. Maintain your LTD coverage by continuing to pay your premiums, **or**
2. Discontinue your LTD coverage by ceasing your premium payments.

When you return to work your coverage will be reinstated and you will be subject to a pre-existing condition clause.

## Maintaining your LTD coverage

If you choose to maintain your LTD coverage and you become disabled while on leave, you are eligible to apply for LTD benefits. There will be no break in your coverage and you will not be subject to a pre-existing condition clause upon your return to work.

### Example 1:

*Tracey is diagnosed with cancer during her leave of absence. While undergoing cancer treatment, her leave of absence ends and she is unable to return to work. As Tracey maintained her LTD coverage during her leave, she is eligible to apply for LTD benefits. The benefits, payable on or after the date her leave is scheduled to end, will help her replace her income while she is unable to work.*

## Discontinuing your LTD coverage

If you become disabled while on leave, you will not be eligible for LTD benefits. Upon your return to work, your coverage will be reinstated and you will be subject to a pre-existing condition clause if you become disabled within 12 months from the date of reinstatement.

### What is a pre-existing condition?

*This is a disability arising from illness or injury for which you obtained medical care during the 90 day period before you become re-insured.*

### Example 2:

*Tracey is diagnosed with cancer during her leave of absence. Tracey did not maintain her LTD coverage during her leave, therefore, she is not eligible to apply for LTD benefits to help her replace her income if she is unable to return to work. If Tracey returns to work after her leave of absence ends, her LTD coverage will be automatically reinstated, but if Tracey has to discontinue work less than one year from her reinstatement of insurance date, her benefits will be subject to a pre-existing condition clause. She can apply for LTD, but if it is determined that her medical condition is pre-existing, her LTD application will be declined.*



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1.866.783.6847 | [www.otip.com](http://www.otip.com)



**PARTICIPATION IN LTD BENEFITS**  
**SECONDARY TEACHERS ON PREGNANCY / PARENTAL LEAVE**

**Name:** \_\_\_\_\_ **ID#:** \_\_\_\_\_

**Leave Start Date:** (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_

**Leave End Date:** (year) \_\_\_\_\_ (month) \_\_\_\_\_ (day) \_\_\_\_\_

Long Term Disability (LTD) premiums are **OPTIONAL** when you are on a Pregnancy / Parental leave. (Please refer to the enclosed information with regard to your Long Term Disability Plan prior to returning forms.)

This form must be completed and returned at your earliest convenience to Nancy McWebb in order to continue or suspend LTD coverage during your leave of absence. If you elect to continue coverage, premiums will be withdrawn from your bank account approximately the 10<sup>th</sup> of every month.\*

<b>Coverage:</b>	<b>Do you wish to continue LTD coverage while on leave? (check one)</b>	
LTD (please see attached)	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Currently Suspended <input type="checkbox"/>

\* Payor's Authorization for Pre-Authorized Debits for Payroll Purposes form must be completed and returned with this form, if you are continuing LTD during your leave. Please enclose a void cheque to ensure total accuracy. Payroll Services will withdraw the premiums payable for this coverage from your bank account on a monthly basis.

**EMPLOYEE SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Email to OSSTF / Employee (if LTD waived)







# Going on a leave?

JUNE 11, 2019

If you are going on a leave, here are things you need to know and do to update your benefits.

## Type of leave

### What it means to you

#### Statutory leaves

Your benefits coverage will be funded in the same way as it was when you were working, in (e.g. maternity/paternal leave) the time immediately before you started your leave.

#### Long term disability (LTD)

If you are on an approved LTD claim, your current benefits coverage and funding will continue for a period of up to 24 months during your LTD leave.

When this coverage period is up (more than 24 months), you have the option to continue your coverage. You will pay 100% of your benefits costs.

#### Other leaves

(e.g. unpaid full/part-time leave, deferred leave)  
You are required to pay a portion or all of your benefit premiums. You will receive a communication from OTIP to complete your benefit selections and provide your banking information for any benefits cost that you will be paying for.

#### Important notes:

## Type of leave                      What it means to you

- Before you go on leave, consider **changing your preferred email address**(Opens in a new window) to get the most up-to-date information about your benefits coverage and plan from your OSSTF Benefits ELHT, OTTP and the insurer.
- Depending on when your leave/FTE reduction information is submitted to OTTP, it may take up to three weeks to process the changes.
- You have the option to continue all or just some of your benefits. (E.g. You can continue Basic Life and AD&D only, or just health or dental benefits.) If you choose to continue all or some of your benefits, premium payments will be deducted from your chequing/savings account on the 10<sup>th</sup> of each month. Your first deduction may include retroactive premiums, depending on when your work status information was received and processed.
- If you choose to stop your coverage during your leave, you will be able to reinstate it when you return to work.

## Your benefit premium costs

### If you are on a full-time leave and wish to continue benefits

You pay **100% of your benefit costs** during your leave.

Benefit costs include your health, dental, Basic Life\*, accidental death and dismemberment (AD&D)\* and optional life coverage (if applicable).

### \*Basic Life and AD&D

Premiums will be based on your pre-leave salary/coverage.

For example:

Your salary = \$50,000

Coverage = 2X salary up to \$400,000 maximum

Therefore, your Basic Life & AD&D premiums are based on \$100,000.

### If you are on a part-time leave and wish to continue benefits

You pay for:

#### Health and dental

- If you are on a partial leave and working 0.667 FTE, you will pay 33% of the monthly premium plus 6%-member share.
- If you are on a partial leave and working 0.333 FTE, you will pay 66.7% of the monthly premium plus 6%-member share.

### Basic Life and AD&D

Basic Life and AD&D benefits will be based on your salary. (2X salary up to \$400,000 maximum)

**If you are on a full-time leave and wish to continue benefits**

**If you are on a part-time leave and wish to continue benefits**

**Optional life (Member, Spousal, Child)**

- 100%

### **Returning to work**

- When you return to work, you will get an email from OTIP to complete your **Leave Return – FTE Increase-Coverage Update Option** event. You will have 31 days to confirm your coverage without medical evidence.
- Your first deduction may include retroactive premiums, depending on when your work status information was received and processed. You will see these deductions in your payroll.

Questions? You can contact OTIP Benefits Services at 1-866-783-6847 for assistance.

# OSSTF ELHT - Member Share Illustration



Monthly member share		1.0 FTE	0.9 FTE	0.8 FTE	0.7 FTE	0.667 FTE	0.6 FTE
Health	Single	\$7.61	\$19.54	\$31.46	\$43.39	\$47.32	\$55.31
	Family	\$19.03	\$48.84	\$78.66	\$108.47	\$118.31	\$138.29
Dental	Single	\$4.01	\$10.28	\$16.56	\$22.84	\$24.91	\$29.11
	Family	\$10.02	\$25.71	\$41.40	\$57.09	\$62.27	\$72.78

Monthly member share		0.5 FTE	0.4 FTE	0.333 FTE	0.2 FTE	0.1 FTE
Health	Single	\$67.24	\$79.17	\$87.16	\$103.02	\$114.94
	Family	\$168.10	\$197.92	\$217.89	\$257.55	\$287.36
Dental	Single	\$35.39	\$41.67	\$45.87	\$54.22	\$60.50
	Family	\$88.48	\$104.17	\$114.68	\$135.55	\$151.24

## Notes.

Health and dental member share is monthly and includes PST.

The information provided in this document is for information purposes only and should not be released to a third party without the written consent of OTIP and/or its insurer.

Rates are effective November 1, 2016

## APPENDIX B – ABILITIES FORM

<b>Employee Union Group:</b>	<b>Requested By:</b>
<b>WSIB Claim:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>WSIB Claim Number (if applicable):</b>

**To the Employee:** The purpose for this form is to provide the Board with information to assess whether you are able to perform the essential duties of your position, and understand your restrictions and/or limitations to assess workplace accommodations if necessary.

**Employee's Consent:** I authorize the Health Professional involved with my treatment to provide my employer with this form when complete. This form contains information about any medical limitations/restrictions affecting my ability to return to work or perform my assigned duties.

<b>Employee Name:</b> (please print)	<b>Employee Signature:</b>
<b>Employee ID:</b>	<b>Employee Phone #:</b>
<b>Employee Address:</b>	<b>Work Location:</b>

### 1. Health Care Professional: The following information should be completed by the Health Care Professional

Please check one:

- ☐ Patient is capable of returning to work with no restrictions.
- ☐ Patient is capable of returning to work with restrictions. **Complete sections 2 (A&B) and 3.**
- ☐ I have reviewed section 2 (A&B) and have determined that the patient is totally disabled and is unable to return to work at this time. **Complete sections 3 and 4. Should the absence continue, updated medical information will be requested after the date of the follow up appointment indicated in Section 4.**

<b>First Day of Absence:</b>	<b>General Nature of Illness (please do not include diagnosis):</b>
------------------------------	---

Date of Assessment (dd/mm/yyyy):

### 2. Health Care Professional to complete. Please outline your patient's abilities and/or restrictions based on your objective medical findings.

#### 2A. PHYSICAL (if applicable):

<b>Walking:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 100 metres <input type="checkbox"/> 100 – 200 metres <input type="checkbox"/> Other (please specify):	<b>Standing:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15 – 30 minutes <input type="checkbox"/> Other (please specify):	<b>Sitting:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes to 1 hour <input type="checkbox"/> Other (please specify):	<b>Stair Climbing:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 6 – 12 steps <input type="checkbox"/> Other (please specify):		
<b>Lift from floor to waist:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 – 10 kilograms <input type="checkbox"/> Other (please specify):	<b>Lift from waist to shoulder:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 – 10 kilograms <input type="checkbox"/> Other (please specify):	<b>Travel to Work:</b> Ability to use public transit: <input type="checkbox"/> Yes <input type="checkbox"/> No  Ability to drive: <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> <b>Bending/twisting</b> – repetitive movement of (please specify):	<input type="checkbox"/> <b>Work at or above shoulder activity:</b>	<input type="checkbox"/> <b>Chemical exposure to:</b>	<input type="checkbox"/> <b>Use of hand(s):</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none; padding: 2px;"> <b>Left hand:</b>  <input type="checkbox"/> Gripping  <input type="checkbox"/> Pinching  <input type="checkbox"/> Other (please specify):           </td> <td style="width: 50%; border: none; padding: 2px;"> <b>Right hand:</b>  <input type="checkbox"/> Gripping  <input type="checkbox"/> Pinching  <input type="checkbox"/> Other (please specify):           </td> </tr> </table>	<b>Left hand:</b> <input type="checkbox"/> Gripping <input type="checkbox"/> Pinching <input type="checkbox"/> Other (please specify):	<b>Right hand:</b> <input type="checkbox"/> Gripping <input type="checkbox"/> Pinching <input type="checkbox"/> Other (please specify):
<b>Left hand:</b> <input type="checkbox"/> Gripping <input type="checkbox"/> Pinching <input type="checkbox"/> Other (please specify):	<b>Right hand:</b> <input type="checkbox"/> Gripping <input type="checkbox"/> Pinching <input type="checkbox"/> Other (please specify):				

2B. COGNITIVE (please complete all that apply):			
<b>Attention and Concentration:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Limited abilities Comments:	<b>Following Directions:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Limited abilities Comments:	<b>Decision-Making/Supervision:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Limited abilities Comments:	<b>Multi-Tasking:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Limited abilities Comments:
<b>Ability to Organize:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Limited abilities Comments:	<b>Memory:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Limited abilities Comments:	<b>Social Interaction:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Limited abilities Comments:	<b>Communication:</b> <input type="checkbox"/> Full abilities <input type="checkbox"/> Limited abilities Comments:
Please identify the assessment tool(s) used to determine the above abilities (ex. lifting tests, grip strength tests, anxiety inventories, self-reporting, etc.)			
Additional comments on <b>Limitations (not able to do)</b> and/or <b>Restrictions (should/must not do)</b> for all medical conditions:			
3. Health Care Professional to Complete			
From the date of this assessment, the above will apply for approximately:		Have you discussed return to work with your patient?	
<input type="checkbox"/> 6-10 days <input type="checkbox"/> 11-15 days <input type="checkbox"/> 16-25 days <input type="checkbox"/> 26+ days		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Recommendations for work hours and start date (if applicable):		Start Date (dd/mm/yyyy):	
<input type="checkbox"/> Regular, full-time hours <input type="checkbox"/> Modified hours <input type="checkbox"/> Graduated hours			
Is the patient on an active treatment plan? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Has a referral to another Health Care Professional been made?			
<input type="checkbox"/> Yes (optional – please specify): _____ <input type="checkbox"/> No			
If a referral was made, will you continue to be the patient's primary Health Care Provider? <input type="checkbox"/> Yes <input type="checkbox"/> No			
4. Recommended date of next appointment to review abilities and/or restrictions:			
dd/mm/yyyy:			

### Completing Health Care

Professional's Name: (Please Print) \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



Please submit completed form to:  
Marilyn Bantock, RN, COHN, COHN (C)  
Occupational Health Nurse  
519-452-2000, ext. 20269  
Fax: 519-452-2606  
Email: [medicalnote@tvdsb.ca](mailto:medicalnote@tvdsb.ca)



## ORGANIZATIONAL SUPPORT SERVICES HUMAN RESOURCE SERVICES

MEMO TO:	Secondary Teachers Going on Pregnancy Leave
FROM:	Bethany Martin, Manager, Organizational Support Services – Human Resource Services

### SEB PLAN

Under the terms of the collective agreement, you may be entitled for up to 8 weeks of Supplementary Employment Benefit (SEB) payment.

In order to access SEB, we require proof of an unpaid waiting period and proof of the gross amount that you are receiving from Employment Insurance, or if applicable, proof of declined EI benefits. This information will come from Service Canada.

Using the PIN# that EI will provide you, go on the EI website under "My Latest Claim" after you have served your one week waiting period. Both the dates of your one week waiting period and the gross amount you are receiving from EI should show. Send a copy of that page, or if applicable, proof of declined EI benefits, to the attention of Michelle Roberts either by email attachment or fax (number below).

You will receive a lump sum payment only after both pieces of information are received.

### ONTARIO COLLEGE OF TEACHERS

Please be advised that when you are on a leave of absence it is absolutely critical that you comply with the following:

1. Keep your name and address current in your Employee Portal at all times and notify the Ontario College of Teachers of any name or address changes that occur during your period of leave or any temporary addresses and the dates of those, that you may establish during your leave;
2. Respond to the membership billing that you will receive from the Ontario College of Teachers in February by paying the fee by the date required.

If you do not pay your membership fee to the Ontario College of Teachers you

- a) may not be able to purchase credit from the Ontario Teachers' Pension Plan for the time that your membership in the College has lapsed;
- b) will not be able to return to your teaching assignment if you are not in good standing with the Ontario College of Teachers.







## Application for Leave of Absence Secondary Teachers

Name \_\_\_\_\_ Employee I.D.: \_\_\_\_\_  
Home Address: \_\_\_\_\_ Assignment: \_\_\_\_\_  
School: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ School Phone No.: \_\_\_\_\_

**Type of Leave Requesting** Full-Time ☐ Complete Box "A" Part-Time ☐ Complete Box "B"

Leave Start Date: Year: 20 \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_

Leave End Date: Year: 20 \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_

### A. Full-Time Leaves - Article L16.16 Two (2) consecutive years limit / Application deadline is March 15

☐ First Year Article L16.19 Teachers returning from a leave of one school year or less shall be placed at the school from which they took the leave, subject to seniority and qualifications.

☐ Second Year Article L16.20 Teachers returning from a leave greater than one school year will be returned to the staff list of their previous school for the purposes of tracking staff during the staffing process. If there is no vacancy for which the Teacher is qualified, the teacher will be declared surplus to the school regardless of seniority.

### B. Part-Time Leaves - Article L34.02

Application deadline is March 15

Leave Request FTE \_\_\_\_\_ + Will be Teaching FTE \_\_\_\_\_ = Total Entitlement FTE \_\_\_\_\_

While on Leave Indicate # of lines to be Teaching:

SEM.1 \_\_\_\_\_ SEM.2 \_\_\_\_\_ OR Non- Semester \_\_\_\_\_

#### TO BE COMPLETED BY PRINCIPAL:

- ( ) The program needs of the school CAN be met with the approval of this leave.
- ( ) The program needs of the school CAN NOT be met with the approval of this leave.
- ( ) Please HOLD Leave for staffing considerations

**Approved:**

\_\_\_\_\_  
Manager, Human Resources

cc: School Principal  
LTD Plan Administrator  
Staffing/Absence/Pay Direct

Human Resources  
Fax: 519-452-2478

**Date of Application:**

YY \_\_\_\_\_ MM \_\_\_\_\_ DD \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Principal's Signature