

Going on Pregnancy/Parental Leave?

Following is an itemized list of what documentation is required re approval of leave, TPPB payments, maternity benefit and benefits information:

1. ***Request for Pregnancy/Parental Leave***

Please send a letter requesting your pregnancy/parental leave, to the HR Dept. at least two weeks prior to the start of your leave. Include in your letter:

- dates of pregnancy/parental leave
- return to work date **if you do not indicate we will assume you are taking the maximum entitlement
- medical note from physician re expected date of confinement

Should your doctor certify that you are not medically fit to work before the birth of your child, and you wish to make application for sick leave benefits prior to the commencement of your pregnancy/parental leave, you must advise the Board and will be required to provide medical evidence as to your condition to the HR Dept. as requested.

- *Important* - please note that you are required to give 2 weeks' notice of any change in dates regarding the commencement of your pregnancy/parental leave and 4 weeks' notice to any change in dates with respect to your return to work date.

2. ***Teachers' Pension Plan Board***

You will be notified directly by the Teachers Pension Plan Board with respect to buying back your leave.

3. ***Maternity Benefit (Supplementary Employment Benefit Plan -SEB Plan)***

You are entitled to eight (8) weeks of salary as follows:

- Two (2) weeks at 100% salary for the two week waiting period for EI benefits
- Six (6) weeks salary top-up which is the difference between your EI rate and 100% salary

This information will show on your Record of Employment (ROE) but you need to be aware of the six week top-up if Service Canada inquires.

4. ***Benefits***

Employee health benefits will continue during your leave for the entitlement period as noted in the Employment Standards Act (ESA). Should you take an extended leave of absence (after your ESA entitlement), you will be required to pay the premiums for your benefits. Information regarding benefits should be directed to Cathy Kiley, Payroll Administrator at 945-5621.

Don't forget to contact the Benefits Dept. once you have had your child and ensure your child is added as a dependent for future uses.

For further information, please do not hesitate to contact us.

Human Resources Department
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