

Pregnancy and Parental Leave

Information for Members



Algonquin-Lakeshore (OECTA) Unit

Congratulations!

The arrival of a new child is an exciting time. With all of the decisions you need to make right now – from which stroller is the best, to the paint colour in the nursery, it can be difficult to focus on the logistics of applying for and planning for your pregnancy and parental leaves.

The goal of this booklet is to provide you with information and resources that will assist you as you prepare for your leave(s).

Enjoy your time with your little one. As teachers, we know all too well how important this time is.

Happy parenting!

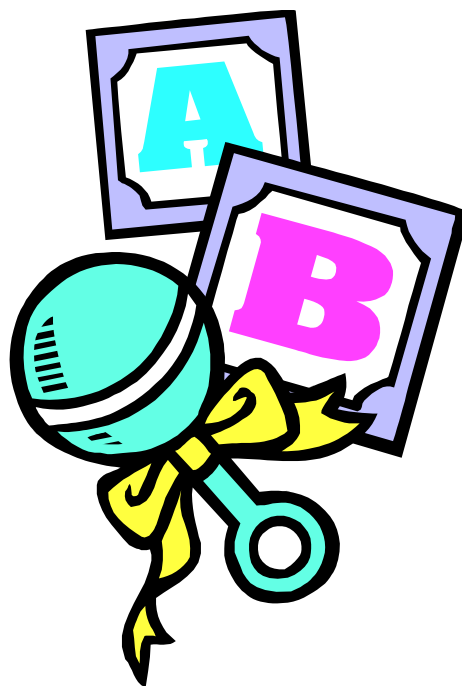


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Section I

Before You Begin Your Leave

There are so many things to complete before your baby arrives. In order to feel organized and prepared for your eventual return to work you may want to:

- remove all personal belongings from your classroom and store them in your basement or another safe location
- have any marks that you have accumulated in a safe place for the next teacher
- the teacher leaving the position is responsible for leaving marks and anecdotal comments until they leave. The person replacing you does the marks and anecdotal comments from the commencement of their position until reporting.
- it is recommended that assessment and reporting responsibilities are discussed in advance with administration to avoid confusion and to assist with a smooth transition for all

How do I apply for Employment Insurance (EI)?

Mothers can register up to 17 weeks prior to the birth, or immediately following the birth, for Employment Insurance benefits. Check the Service Canada website at <http://www.servicecanada.gc.ca/> for information and to complete and submit your application on-line.

Once your pregnancy/parental leave begins, the Board will send your Record of Employment (ROE) to Employment Insurance (EI) electronically. Upon receipt of this information EI will process your claim.

What if I deliver early?

If your baby arrives early, your pregnancy leave will begin on the date the baby is born. If your baby is born before the date stated on your Record of Employment (ROE), you will need to contact the Human Resources department at the Board to let them know about the birth of your child. Once this is done a new ROE will be issued to EI.

What if I deliver late?

Your pregnancy leave will commence on the date indicated in your ***Maternity Leave Agreement***. If your baby is late, your leave will begin and end with the dates on the original form that was submitted and not with the birth date of the child.

Summer Births

If your maternity leave begins during the summer, the Board deems the employment “broken”. All monies owed during summer pays will be paid out in a lump sum at the end of the school year. You are entitled to benefits from EI from the start of your leave without an overpayment situation occurring. Please note that EI will pay a maximum of 50 weeks (17 weeks for maternity and 35 for parental leave, less a 2 week waiting period), this may result in a portion of the following summer with no pay.

Example: A teacher’s leave starts on July 7. The payroll department would pay out three pay periods on July 15 (the next payday). The Record of Employment (ROE) would have the last day paid as August 31 and in the comments section of the report the Board will state “employee on pregnancy/parental leave effective July 7 onwards, less the waiting period.” E.I. waiting period would commence as of July 7.

What if I am unable to work during a portion of my pregnancy?

If you are unable to work during any portion of your pregnancy, you will be eligible for up to 120 days of Short Term Leave Disability Plan (STLDP) as per the Memorandum of Understanding and current provisions in the Collective Agreement. Currently the Collective Agreement language indicates that after 110 days of continuous absence the member is required to apply to Long Term Disability (LTD). If you find yourself in such a position, please contact the Unit office.

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:

- i) If the stillbirth/miscarriage occurs earlier than 19 weeks, you may access the STLDP or EI sick leave benefits.
- ii) If the stillbirth/miscarriage occurs after the 19th week of pregnancy you qualify for six weeks paid at 100% of salary as per MOU Agreement/Collective Agreement as well as up to 17 weeks of pregnancy leave.

If your child is hospitalized following the birth, your maternity leave will not begin until the baby is at home in your possession. While the baby is hospitalized you may be able to use any unused sick day credits or apply for EI sick leave benefits.

If you find yourself in this situation, please contact Bob Giasson or Sheena Cassidy at the Unit office.

Section II

*** Please Note any of the articles listed below can change upon ratification of the Collective Agreement.**

The Collective Agreement 2012-2014 – Article 9

9.01 Pregnancy and Parental Leave will be in accordance with the Employment Standards Act.

9.03 A supplementary benefit plan is available to a teacher – up to 25 weeks payment at the rate of one hundred dollars (\$100) per week, and from the 28th week to the 52nd week, a payment of fifty dollars (\$50) per week.

9.04-9.11 A teacher who has been employed for at least ten (10) months at the time of commencing pregnancy leave shall be entitled to an infant care leave of up to two (2) years (inclusive of any pregnancy leave and parental leave taken under the Employment Standards Act), provided that such a leave terminates on a natural break in the school year.

9.12 A Teacher who takes infant care leave in accordance with the Employment Standards Act shall, subject to the surplus and redundancy provisions of this Agreement, return to the same school and the former or a comparable position.

9.01, 9.02 During the period of pregnancy leave or parental leave taken in accordance with the Employment Standards Act, the Board shall, as required by section 42 of that Act continue to assume its share of benefit premiums in accordance with the percentages set out in Article 14 of this Agreement.

9.13 The Board shall grant a teacher a paternity leave of two (2) days with full salary and benefits to attend the birth of his child.

17.02 A teacher may take a part time leave for up to six consecutive years without giving up their full time status. This can be longer if you have children at home who are too young to attend school full time.

What if I become pregnant while I am on maternity leave?

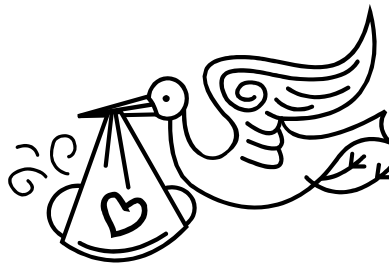
If you become pregnant while on maternity leave, you should contact the Unit office for additional information related to your return to work, eligibility for EI and the 6 weeks paid at 100% following the birth as per the MOU.

You are entitled to an **unpaid** pregnancy and parental leave if you become pregnant while on statutory or extended leave. File the appropriate forms with the Board and the leave cycle will start for the new birth.

In order to have a **paid** statutory leave, you must work 600 hours prior to the new leave start date. Remember that if you choose to return from a leave early, you must provide a minimum of 4 weeks notice to the Board. Should you return to work but do not meet the 600 hours to qualify for EI, you are eligible for the 6 weeks paid at 100%.

OCT Fees

It is your responsibility to ensure that you have paid your OCT fees when on leave. Fee renewal payments occur annually in January. Failure to pay your OCT fee will result in a reinstatement fee of \$130 plus \$150 for the annual renewal fee. (Based on January 2014 OCT fee information) For additional information or to make a payment on line, visit www.oct.ca.



Section III - Appendix

- A. Letter to Employer: Notification of Pregnancy/Parental leave
- B. Maternity Leave Top Up
- C. Manulife Benefits Information
- D. Employment Insurance (EI)
- E. Fifth Disease and Pregnancy
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Appendix A

Letter to Employer: Notification of Pregnancy/Parental Leave

Address letter to Nancy Wolvers, Staffing Officer

*Print and submit the **Maternity Leave Agreement** from the **HR Portal** under OECTA (may be sent via internal courier or regular mail)

Mailing address for Board:

*Algonquin and Lakeshore Catholic District School Board
151 Dairy Ave.
Napanee, Ontario
K7R 4B2*

- Keep a copy for your files
- Include in your letter the following information:
- Name and employee number
- Copy of your medical note indicating your expected date of delivery (which will be the date of the beginning of your leave unless you indicate an earlier date in this letter)
- The length of leave you plan to take (note beginning and end dates of leave)

Once your letter has been received an acknowledgement letter and an information package pertaining to OTPP and benefits while on leave will be mailed to you.

Appendix B

Maternity Leave Top Up

In order to access the 6 weeks paid at 100% following the birth as per the MoU, as well as the weekly top up payments, you must submit proof of receipt of payment from EI. The entitlement letter you receive from EI will be sufficient.

Appendix C

Manulife Benefit Information

According to our Collective Agreement the Board pays percentages for all premiums. Please see table below.

The School Board will continue to pay its share of the premium payment during your pregnancy leave. You are required to pay the teacher's share of the premium if you wish to continue the benefits during an extended leave. Should you wish to not continue with benefits while on pregnancy/parental leave, you must inform the Board as per board procedure.

Board contact: Keith Puffer, Supervisor of Payroll Services
613-354-6257 ext. 438

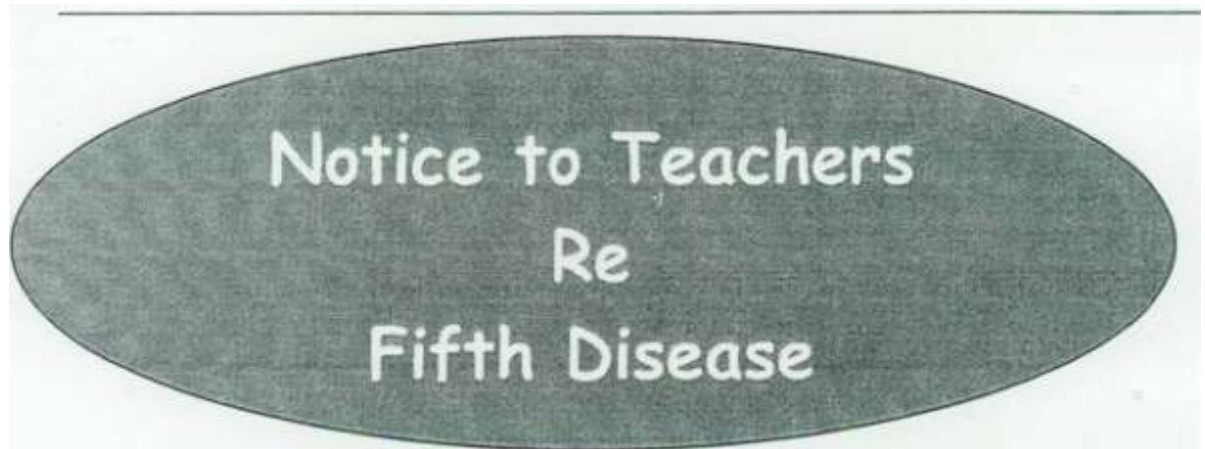
	Board	Member
Life Insurance 3x Annual salary	90%	10%
Major Medical Plan	90%	10%
Dental Plan	90%	10%
LTD		100%

Appendix D

Employment Insurance (EI)

The application for Employment Insurance should be made immediately following the birth. To apply electronically, visit the Service Canada website, www.servicecanada.gc.ca. The Board will send your record of employment to EI electronically. When completing your application, click "**yes**" when asked if your record of employment has been sent.

Appendix E



Fifth Disease is a viral infection with flu-like symptoms that lasts a few days to a week. The incubation period is 20 days. More than half of all adults are immune to Fifth Disease and there is a simple, safe blood test that determines a person's immunity. The Health Unit does not consider this disease serious and does not recommend exclusion from school.

HOWEVER, IF YOU ARE PREGNANT, THE FOLLOWING
PROTOCOL WILL APPLY IF A CASE OF FIFTH DISEASE
OCCURS IN YOUR SCHOOL

1. A pregnant Teacher, who has had the test to determine whether or not she is immune to the disease, shall remain off work with no loss of pay and no deduction from her sick leave credits while she is waiting for the test results.
2. If the blood test determines that the teacher IS NOT IMMUNE, she shall remain off work with no deduction from her sick leave credits for an amount of time determined by her physician to cover the incubation period. If the test determines she IS IMMUNE, and she chooses to remain off work, she will have sick leave deducted from her sick leave bank.
3. As an alternative to the procedures described in (1) and (2) above, the Board may choose to place the Teacher in another site, involving the exchange of assignments with another Teacher who is agreeable to the exchange until the completion of the incubation period at which time each Teacher will return to her home school.



Appendix F

Timeline Sequence

All women who are pregnant or planning to become pregnant should see their physician to discuss Fifth Disease and to request blood work to determine immunity to the disease.



Notification to Employer of Intent to take Pregnancy/Parental Leave
(Preferably two months prior to expected delivery date)



Possible Sick Leave Prior to Birth
(11 sick day credits and/or up to 120 days of STLDP/SSP as per MOU)



Decision Regarding Teacher Pension Plan Contributions



Decision Regarding OCT Fee



Visit Service Canada Regarding EI Benefit Application



Following Birth Notify the Board and Submit EI Entitlement Letter



Submit EI Application for Benefits



Return to Work Following Statutory Leave

or

Submit Application for Infant Care Leave (2 months notice)

Appendix G

Leave Checklist

Section One: Before the Birth (if possible)

- Collect the required medical letter from your doctor and submit it to the Board with the Maternity Leave Agreement.
- Make a decision regarding continuation of your pension contributions.
- Make any necessary changes to your Benefit Plan.
- Make arrangements to pay your OCT fee.
- Make arrangements for Pension contribution.
- Be sure that the Board has your current address and school location on file so there is no delay in returning these forms. If you move while on leave you may also wish to notify the Ontario College of Teachers of this change.

Section Two: After the Birth

- Notify the Board of the birth so that they can prepare an updated ROE.
- Apply for Employment Insurance benefits immediately following the birth.
- Submit the ***EI Entitlement Letter***.
- Submit your child's information to Manulife Insurance, our benefit plan administrator within 30 days of the birth.

Appendix H

Board Contact List

Health & Wellness	Personnel	Employee	Benefits	Payroll
Disability Management: Kathleen Dillon De Matos 613-354-6257 ext. 412	Michelle Lamarche, Manager HR 613-354-6257 ext. 415 Nancy Wolvers, Staffing Officer, Teaching 613-354-6257 ext. 454	1) Complete request for pregnancy/parental leave including doctor's note with estimated date of confinement and send to Michelle Lamarche	Teachers: Keith Puffer, Payroll and Benefits 613-345-6257 ext. 438	Keith Puffer, Payroll and Benefits 613-345-6257 ext. 438

Appendix I

Tips for a Healthy Pregnancy

Taken from, Shepell fgi, October 2008

The day you've been waiting for has finally arrived: the extra line or dot on the stick quietly announces to the world that you're pregnant. While the ups and downs of pregnancy can, at times, be a real challenge, a few practical tips can ensure your nine month journey towards motherhood is as healthy and happy as possible.

Feast on folic acid. Studies show that folic acid can significantly reduce neural tube defects or irregular development of the brain, skull and spine that may form during the first weeks of pregnancy. Because of this, doctors recommend that women start taking a folic acid-infused multi-vitamin daily three to six months before planning to get pregnant and throughout the pregnancy. Contact your physician to determine the appropriate daily dose for your body.

Eat for one and a bit. The myth of "eating for two" is just that—a myth. Yes, you do need to eat more calories—100 more in trimester one, and about 300 in the second and third trimesters—but this hardly equals doubling your intake. Ideally those extra calories should pack an added nutrient punch for the baby's healthy development. So put down the potato chips, pop and candy (a.k.a. 'empty calories') and pick up a handful of almonds, glass of milk (or soymilk) and a piece of fruit instead.

Foods rich in calcium (e.g., almonds, salmon, dairy), Vitamin D (e.g. fatty fish and fortified milk, soy milk and rice milk), Iron (found in legumes, broccoli, meat and eggs) and essential fatty acids (e.g. those in fatty fish, eggs and soy products) are particularly important to fetal development.

Keep moving. If you're already an avid exerciser, most doctors have no problem with you continuing a workout routine—usually somewhat modified after your third or fourth month of pregnancy. The main concerns around exercise and pregnancy are: risk of falls, overheating and injury due to hormonal changes that cause ligaments and joints to loosen. Pregnant couch potatoes, on the other hand, may be encouraged to begin a modest walking routine to improve their overall health and fitness level. Be sure to consult your doctor about how to modify your routine for pregnancy.

Snack well, snack often. Snacking on simple, dry foods such as whole wheat crackers, bread, almonds or rice cakes can not only provide you with an energy boost, but can also ward off the nausea and vomiting that is common with pregnancy, particularly in the first trimester.

Kick bad habits now. Smoking and alcohol should both be off your "to do" list pronto, as they can lead to low birth weight, birth defects and other problems down the road. If, despite your best efforts, you're having trouble kicking either of these habits, contact your Employee Assistance Program (EAP) or another qualified professional as soon as possible: your baby's health depends on it.

Stay medically connected. As soon as you discover you're pregnant, contact a medical professional (e.g., family doctor and/or midwife) to discuss prenatal care, birthing options and any other questions you might have. Several studies show that prenatal care is vital to catching problems (in mother and baby) early, greatly reducing the chances of low birth weight and infant mortality.

Know trouble signs. Contact your doctor or midwife right away if you notice: vaginal bleeding, cramping, high blood pressure, injury or a blow to your abdomen, an ongoing, severe headache, blurred vision, severe nausea or vomiting, a fever over 101°F (38.5°C), pain or burning during urination, or no movement from the baby (after the 25th week of pregnancy). These symptoms could possibly point to a more serious problem that could jeopardize the health of you and your baby. When in doubt, seek medical support.

Pregnancy can be a challenging journey—the nausea, weight gain and lifestyle changes aren't always easy to handle. But by staying informed, seeking extra support when you need it, and sticking to some basic rules, you'll give your baby the healthiest start possible and soon realize your nine month voyage was well worth the sacrifice.