

PREGNANCY/PARENTAL/ADOPTION LEAVE WORKSHOP

OSSTF - District 10

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ENCLOSED IN PACKAGE:

1. "Should I Continue My Long Term Disability Coverage During My Leave of Absence - an article from OTIP
2. OTPP - Pensionwise Information - "The Road to Buying Back Your Credit"
3. Guide to Pregnancy & Parental Leaves for OSSTF
4. Employment Insurance for OSSTF Members
5. Pregnancy/Parental/Adoption Checklist
6. Contact Information
7. Request for Leave of Absence Form
8. Sample Letter from the Lambton Kent District School Board (LKDSB)
9. Memorandum - Re: LTD (LKDSB)
10. WSIB/LTD Assignment (LKDSB)
11. Checklist for Maternity/Parental/Adoption Leave (LKDSB)
12. Benefit Action Request (LKDSB)
13. Long Term Disability Billing Secondary Teacher (LKDSB)
14. Method of Pay
15. School Year Calendar
16. Applying for EI Benefits
17. Collective Agreement, Article 18
18. Letter of Agreement Re: Pregnancy Leave Benefits

A. REQUEST FOR LEAVE OF ABSENCE

SECTIONS TO BE COMPLETED

First Day of Leave

- ◆ Can start leave seventeen (17) weeks prior to delivery date
- ◆ ESA—first day of leave must be on or before expected due date
- ◆ Must give two (2) weeks notice to the Board for start of leave (most give more)
- ◆ Must give two (2) weeks notice in advance of new first day of leave if want to change first day of leave

Additional Notes _____

Return to Work Date

- ◆ ESA—must give four weeks' notice if you want to change return to work date
- ◆ Contact Lambton Kent District School Board HR Department two (2) weeks prior to your return for reinstatement of salary and benefits
- ◆ Can also apply for other posted jobs while on leave

Additional Notes _____

B. BENEFIT ACTION REQUEST

Benefits Maintained/Terminated

- ◆ You will need your OTIP Plan Number and OTIP Identification Number
- ◆ Contact OTIP Benefits Services at 1-866-783-6847
- ◆ EAP (Employee Assistance Program) - make arrangements to pay premiums to the LKDSB

Adding Baby's Name as a Dependant

- ◆ Add baby's name as soon as possible following birth or adoption.
- ◆ If change from single/family or vice-versa—need to do within 31 days of “lifestyle change”

Additional Notes _____

C. LONG TERM DISABILITY (LTD)

You may opt out of LTD coverage for the duration of your leave.

If you decide to not opt out:

Cost

- ◆ 100% paid by employee
- ◆ 1.58% of salary including RST tax (see pay stub)
- ◆ Protection if injured or have health problems while on Maternity Leave
- ◆ Benefit based on salary Member was receiving at commencement of Leave
- ◆ Make arrangements to pay monthly premiums to the LKDSB (LTD payment form)

Additional Notes _____

Waiver—if you decide to opt out

- ◆ May decide to opt out, must be approved by OSSTF District 10
- ◆ Complete form—Human Resources will forward information to OSSTF
- ◆ Contact OSSTF District 10 Office to confirm your decision

Additional Notes _____

WSIB/LTD Assignment

- ◆ Agreement that you're not collecting from different sources at same time

Additional Notes _____

D. ONTARIO TEACHERS' PENSION PLAN (OTPP)

Contact Ontario Teachers' Pension Plan (1 800 668 0105) or www.otpp.com—Member Sign-in

- ◆ All leave periods are submitted by the Board directly to Ontario Teachers' Pension Plan
- ◆ Login and check "My Buybacks" tab after OTPP has received notification from the Board, information will be provided here
- ◆ Be sure to read "The Road to Buying Back your Credit" (enclosed)
- ◆ Figure out what's best for you and make arrangements directly with Ontario Teachers' Pension Plan for any payments to buyback your credit

Additional Notes _____

E. SUPPLEMENTAL EMPLOYMENT BENEFITS (SEB)

Supplemental Employment Benefits (SEB) - Article 18.03.2—18.03.3 of the Collective Agreement

Waiting Period—1st week

- ◆ 100% of pay
- ◆ Consult Service Canada website for information on your claim; print out and submit

Additional Notes _____

Top-Up—Remaining 7 Weeks

- ◆ Difference between EI and 100% of salary
- ◆ Proof—EI stub
- ◆ Service Canada website—"My Current Claim" and "My Payments"
- ◆ Print copies and send to Tevin Hayles at the Board Office

Additional Notes _____
