

PREGNANCY/PARENTAL/ADOPTION LEAVE PACKAGE

OSSTF - District 10

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ATTACHMENTS:

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. Pregnancy/Parental/Adoption Checklist
5. Contact Information
6. Request for Leave of Absence Form
7. Lambton Kent District School Board (LKDSB) Sample Forms:
 - Sample Letter from the LKDSB
 - Memorandum - Re: LTD
 - WSIB/LTD Assignment
 - Checklist for Maternity/Parental/Adoption Leave
 - Benefit Action Request
 - Long Term Disability Billing Secondary Teacher
8. Method of Pay
9. School Year Calendar
10. Applying for EI Benefits
11. Collective Agreement, Article 18 and Letter of Agreement Re:
Pregnancy Leave Benefits



A. REQUEST FOR LEAVE OF ABSENCE

SECTIONS TO BE COMPLETED

First Day of Leave

- ◆ Can start pregnancy leave seventeen (17) weeks prior to delivery date
- ◆ ESA—first day of pregnancy 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 revised first day of leave, if changed

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 Child's Name as a Dependant

- ◆ Add child'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)

- ◆ The plan provides protection if injured or have health problems while on leave
- ◆ Benefit based on salary Member was receiving at commencement of leave
- ◆ *You may opt out of LTD coverage for the duration of your leave*
- ◆ If you decide not to opt out:
 - ⇒ Cost is 100% paid by employee (1.58% of salary including tax - see pay stub)
- ◆ 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
- ◆ 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 in consultation with a financial advisor/accountant

Additional Notes _____

E. SUPPLEMENTAL EMPLOYMENT BENEFITS (SEB)

Supplemental Employment Benefits (SEB) - Articles C8 and L18 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 the Board Office

Additional Notes _____
