

**Halton
District
School
Board**



Halton District School Board

YOU ARE GOING TO HAVE A BABY!



PREGNANCY and PARENTING LEAVE ADOPTIVE and PARENTING LEAVE

Government Legislations provides for up to 17 weeks of pregnancy leave and 35 weeks of parenting leave.

Government Legislations provides for up to 37 weeks of adoptive/parenting leave and the Board provides an additional 15 week adoptive leave.

What information do I give to the Board?

- Signed letter confirming your last day of work and the date you will commence your pregnancy/parenting leave.
- Your letter should include the duration of your leave and provide a return to work date.
- You must provide the Board with medical documentation confirming you are expecting and your due date.
- When you receive official notice that you are going to be blessed with a child you must provide the Board with a signed letter confirming your leave date(s)

Adoptive leave.

- For adoptive leave the Board requests that you provide notice of your intent to adopt.



PREGNANCY and PARENTING LEAVE ADOPTIVE and PARENTING LEAVE

What information will I receive from the Board?

- The appropriate Manager of Human Resources will confirm receipt of your letter, the start and end date of your leave and verify your return to work date.
- For your notice of intent to adopt the Board will acknowledge receipt of your letter of intent and the subsequent *What happens next* section occurs when you file your letter officially requesting adoptive leave with applicable date(s).

What happens next?

- Human Resources will process your leave on ISYS (which is the H.R. computer system). The information generated from the computer will be sent to the Payroll and Benefits Departments.
- Once you commence your pregnancy/parenting leave the Payroll Department will pay you all monies owed including your last day of work on the next pay schedule and issue a RECORD OF EMPLOYMENT.

You will receive from the Payroll and Benefits Departments the following:

- SEB form (which is to be completed and returned with confirmation of your Employment Insurance Benefit stub confirming the two week waiting period and the amount of your weekly benefit)
- Pension Quote - contribution while on pregnancy/parenting leave
- Benefit Information – will be sent under separate cover and will be cost specific to employee paid benefits

To access the Human Resources Department Website click the following link: [HDSB Human Resources](#)



PREGNANCY and PARENTING LEAVE ADOPTIVE and PARENTING LEAVE

Confirmation from Employment Insurance that my claim is accepted and in accordance with my Collective Agreement I am entitled to:

**Supplementary Employment Benefit
(ETFO, OSSTF, OCTU, HDEAA, MASS, PSSP, Prin. & V. P.)**

Send the completed SEB Plan Form along with your stub from Employment Insurance confirming your two (2) week waiting period and the amount of your weekly benefit to:

*J. W. Singleton Education Centre,
2050 Guelph Line, P. O. Box 5005
Burlington, ON L7R 3Z2
Attention: Payroll/Benefit Department*

TOP UP – Maternity Leave Only (ETFO, OSSTF, OCTU, HDEAA, MASS, PSSP, Prin. & V. P.)

Subject to your Collective Agreement or Terms and Conditions you will also receive your top up for (6) six weeks of your maternity leave. Upon receipt of the documentation, payroll will calculate your entitlement for the two (2) week waiting period along with the six (6) week top up if eligible. The total amount will be deposited into your bank account on the next available payroll deposit date.

You can log into ESS Pay Stubs to see your pay stub at the following link: [ESS Pay Stubs](#)



PREGNANCY and PARENTING LEAVE ADOPTIVE and PARENTING LEAVE

Supplementary Employment Benefit and CSL Maternity (CUPE)

Send the completed SEB Plan Form along with your stub from Employment Insurance confirming your two (2) week waiting period and the amount of your weekly benefit to:

*J. W. Singleton Education Centre,
2050 Guelph Line, P. O. Box 5005
Burlington, ON L7R 3Z2
Attention: Payroll/Benefit Department*

Upon receipt of the documentation, payroll will calculate your entitlement for the two (2) week waiting period.

CSL Maternity benefit from the Board .

Employment Insurance advises that your claim is not accepted due to insufficient hours etc. you may still be eligible for CSL Maternity benefit from the Board. To apply for this benefit you must send a signed letter requesting CSL Maternity benefit and submit the following documentation:

- Confirmation from Employment Insurance that your claim is not accepted
- Provide the appropriate manager of human resources with a copy of the STATEMENT OF LIVE BIRTH

If you are accessing your sick leave bank for any or all of the six (6) week period immediately following the birth of your child you must forward or fax (905) 332-1863 a copy of the STATEMENT OF LIVE BIRTH to the appropriate Manager of Human Resources. Human Resources will process your CSL Maternity Leave, deduct the appropriate number of hours from your sick leave bank and authorize the payroll department to pay out 100% of your salary for the appropriate amount of time.



Payroll Items

1) RECORD OF EMPLOYMENT

This will be sent electronically to EI once your final pay has been processed. Unfortunately this cannot be done prior to your last pay, as all earnings are required to complete the form. The record of employment is required in order to collect EI benefits. It is your responsibility to contact the EI Office regarding your eligibility. For more information regarding EI, please go to [The Government of Canada Website](#) or call 1-800 206-7218.

Note: Summer Deferral for teachers.

Summer deferral for teachers is included on your last pay. For reference this is UPE 18 on your online pay stub. If your leave ends during the summer you will be back on payroll when you actively return to work when school starts up again.



Payroll Items

2) SEB-PLAN & TOP-UP

The Halton District School Board may provide (please check your union contract for eligibility) a 2-week waiting period and 6-week top-up payments. This 2-week waiting period will be to 95% of your annual salary and the 6-week top-up will be 95% of your annual salary less what you receive from EI for those 6-weeks.

An application form will be sent to you with your record of employment.

You must return the signed form with an original EI statement or website print off from EI indicating gross weekly payment to you and confirmation that you have served your two week waiting period immediately following the birth of the child in order to qualify for top up.

The payment will not be processed without the signed form and original EI statement or website print off (indicating the gross weekly amount paid). Please be advised that this will be paid to you on the next available pay from when your form is received in the payroll department.

Adoptive leaves rules should be confirmed with Human Resources.

To access the HDSB Payroll website click the following link: [HDSB Payroll Department](#)



Payroll Items

3) **TEACHERS PENSION PLAN**

A quote for your pension buyback will be included with your maternity leave package. This enables you to buyback your pension during your leave. You must send in the Credit Card Authorization Form for payment or return the form signed if you choose to waive payment. Your pension must be paid in full by the end of your leave, payments must be made out for the first of the month.

If you choose to purchase your pension, payments will need to be made within three months of starting your maternity leave. If you choose to waive payment, you are eligible to purchase your leave directly through Teachers Pension Plan for up to five years, however the cost to purchase will be at the CPP Non-Liable rate and will also have interest charges applied. For information regarding buying your pension after your leave is complete, or information about not purchasing your leave, please contact Teachers Pension Plan at 1-800-668-0105.

Please note, that effective September 1, 2010, the Teachers Pension Plan will absorb all pension quotes and buy backs for Maternity leaves effective September 1, 2010. Please view the PensionWise Newsletter issued by the Teachers Pension Plan, for more details.

To access the Teacher Pension Plan website at the following link: [TPP](#)



Payroll Items

4) OMERS (NON TEACHERS)

At the end of your maternity/paternity leave, the Benefits department will send you an election form detailing the cost and the procedure to be followed for purchasing/declining your pension credit.

This service, whether purchased or not, also counts as eligible service for early retirement. If you don't want to purchase your maternity/paternity leave, advise the Payroll & Benefits department immediately; otherwise, your pension adjustment (PA) for the year(s) involved will reflect the leave as if you had not been absent

If you do not purchase the leave, then decide at a later date before the deadline, the member cost can increase from single to double contributions and your benefit may be capped.

The deadline for purchase (employee contributions only) is December 31st of the year after the end of your leave.

To access the OMERS website click the following link: [OMERS](#)



Benefit Items

1) BENEFITS DURING LEAVE

Please be aware, that **if** you are enrolled in benefits, you will be sent a Leave of Absence Benefit Election form. Please wait to receive this information and respond as instructed.

2) ADDING DEPENDENT TO BENEFIT PLAN

Please remember that your benefit booklet and customizer are located on the website at [HDSB Benefits Department](#). To add your baby to your existing benefit coverage, please complete a Dependent Enrolment and Change form, which is also available from the website under benefit forms. The form must be completed and returned to the Payroll and Benefits Department within 31 days of his/her birth.

3) SINGLE COVERAGE PRIOR TO HAVING A BABY

*If you are currently enrolled in single coverage and you have a spouse or child that is not enrolled in the benefit plan and you wish for them to be enrolled then you must request that coverage be changed **prior** to your leave.*

If you are currently enrolled in single coverage and your baby will become your first dependant under your benefit plan (no spouse or other children enrolled) then you may wait until your child is born to add him/her to your coverage. Please make sure that you add your baby within 31 days of his/her birth.



Benefit Items

4) GROUP LIFE INCREASES

Evidence of insurability is not required for an increase of one times annual salary following the acquisition of your first dependent.

Example A

Current family unit includes a spouse

- Not eligible because your spouse was already your first dependent

Example B

Current family unit includes no spouse or children

- Eligible because your child is your first dependent

Such requests must be submitted by the employee within 31 days of the acquisition of your first dependent and does not happen automatically.

Any other requests to increase life insurance is based a medical approval process and must be requested by the employee and approved by Manulife while the employee is actively at work.



Resources

Government of Canada Website
HDSB Human Resources
HDSB Benefits Website
HDSB Payroll Website
ESS Pay Stubs
CUPE Collective agreement
ETFO Collective agreement
HDEAA Collective agreement
MASS Terms and Conditions
OCTU Collective agreement
OSSTF Collective agreement
PSSP Collective agreement
P/VP Terms and Conditions
OMERS Pension Website
Teachers Pension Plan

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[TPP](#)

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