



MATERNITY, ADOPTION & PARENTAL LEAVE INFORMATION FOR TEACHERS



**WEST
VANCOUVER
SCHOOLS**

A world of opportunity

WHAT ARTICLE IN THE COLLECTIVE AGREEMENT DO I REFERENCE?

For teachers, the Collective Agreement details the requirements for Maternity, Parental and Adoption Leave in Article G.23.

HOW MUCH NOTICE IS REQUIRED TO ACCESS LEAVE?

A request for Maternity Leave shall be made in writing to Human Resources. The Board appreciates as much notice as possible so that we can arrange suitable replacement resources for the absence. At a minimum, four (4) weeks notice must be provided to the Board. You will be required to produce a doctor's note confirming the due date of the baby.

When a pregnant employee gives birth prior to requesting Maternity Leave or before commencing Maternity Leave, the Leave will be deemed to start on the date of the birth of the child.

A request for Parental Leave shall be made in writing to Human Resources and must be requested no later than four (4) weeks prior to the start of the leave. If you are only requesting parental leave, you will be required to produce confirmation of the date of birth of the baby.

In the case of adoption of a child, the employee will provide as much notice as possible regarding the date of the adoption and the commencement of the leave. At a minimum, four (4) weeks notice must be provided to the Board.

WHAT ARE MY ENTITLEMENTS UNDER THE EMPLOYMENT STANDARDS ACT?

The *Employment Standards Act* describes the amount of time that can be taken away from the workplace. Part 6 of the *Employment Standards Act*, outlines the information regarding pregnancy and parental leave.

A pregnant employee is entitled to up to 17 consecutive weeks of unpaid leave.

For Parental Leave:

A birth mother who takes the 17 weeks of pregnancy leave can take up to an additional 61 consecutive weeks of unpaid leave.

A birth mother who does not take the 17 weeks of pregnancy leave can take up to 37 consecutive weeks of unpaid leave.

A birth father can take up to 62 consecutive weeks of unpaid leave.

An adopting parent can take up to 62 consecutive weeks of unpaid leave.

EXTENSION TO LEAVES

There are extensions to the leaves available under either the collective agreement or the *Employment Standards Act*. The specific language for the extensions can be found in the *Employment Standards Act* under Part 6 (Leaves and Jury Duty) of the Act.

Under the terms of the collective agreement, teachers may be granted an extension upon request for a maximum period of time equal to the balance of the school year plus one additional year. Written notice of employees return to work date effective July 1 must give notice by March 15, and those wanting to return January 1 must provide written notice by October 1 of the same school year.

Extended Adoption Leave may be granted. Please see collective agreement for details on Extended Adoption Leave.

HOW DO I GET EMPLOYMENT INSURANCE WHILE I AM OFF?

Employment Insurance (EI) provides Maternity and Parental Benefits to individuals who are pregnant, have recently given birth, are adopting a child, or are caring for a newborn.

It is the individual employee's responsibility to make application for Employment Insurance benefits. The application can be made either in person at your local Service Canada office (*check online for a location*) or online at www.servicecanada.ca.

The Service Canada website provides detailed information about the types of personal and employment information you will need to have available, to apply for benefits.

The Payroll department will complete a Record of Employment (ROE) and file it electronically to the Service Canada website. You do not need to bring a copy with you. The ROE will be issued and dated one week after your maternity leave commences and will include your first week of EI top up (*review the EI top up section*).

Once you have qualified for Employment Insurance, there will be a one week, unpaid, waiting period before your benefits will begin. This waiting period will commence in your second week of maternity leave.

You will receive an access code from Service Canada which will allow you to view your EI claim information online. You will be able to see your Record of Employment as well as your EI payments.

Once you have received your first EI payment, provide a screen shot of your weekly EI claim statement, showing your gross (*not net*) claim amount.

Any information regarding Employment Insurance benefits should be directed Service Canada.

HOW MUCH CAN I EXPECT TO RECEIVE UNDER EMPLOYMENT INSURANCE?

The basic rate for calculating maternity and standard parental Employment Insurance benefits is 55% of your average insurable weekly earnings, up to a maximum amount, or 33% for extended parental benefits, up to a maximum amount.

In 2022, the maximum insurable earnings are \$60,300. For maternity and standard parental benefits, the maximum weekly amount is \$638 and for extended parental benefits, the maximum is \$383 per week.

HOW LONG WILL THE EMPLOYMENT INSURANCE BENEFITS CONTINUE?

EI maternity benefits can be paid for a maximum period of 15 weeks in weeks 3-17 of your leave.

EI parental benefits can be paid for a maximum period of 35 weeks (or 61 weeks under the extended parental leave option).

DOES THE SCHOOL BOARD TOP UP ANY OF THE EMPLOYMENT INSURANCE BENEFITS?

Yes. The School Board will top up the salary of those employees eligible for EI maternity benefits.

NOTE - If your EI benefits are declined by Service Canada, you will have been overpaid the EI top up amounts for Week 1 and Week 2. Payroll will be in contact with you to make repayment arrangements.

WEEKLY PAY CALCULATION for EI top ups = annual salary of your category and step X your FTE / 52 weeks.

Example 1: Category 5 Step 5 = $\$68,658 \times 1.0000 \text{ FTE} / 52 \text{ weeks} = \$1,320.34$

Example 2: Category 5 Step 5 = $\$68,658 \times 0.8571 \text{ FTE} / 52 \text{ weeks} = \$1,131.66$

WEEK 1 – You will automatically receive 95% of your weekly pay, paid on the last payday before your maternity leave.

Example 1: $\$1,320.34 \times 95\% = \$1,254.32$

Example 2: $\$1,131.66 \times 95\% = \$1,075.07$

Your Record of Employment will be issued with this top-up amount included as earnings. The date on your ROE will be the last day of Week 1.

WEEK 2 – You will automatically receive 95% of your weekly amount (*same as Week 1*).

Example 1: $\$1,320.34 \times 95\% = \$1,254.32$

Example 2: $\$1,131.66 \times 95\% = \$1,075.07$

This is paid to cover your one-week EI waiting period. Once you have received your first EI payment, provide a screen shot of your weekly EI claim statement, showing your gross (*not net*) claim amount. We cannot process any further EI top up amounts without this information.

WEEKS 3-6 (next 4 weeks) - You will receive 95% of your weekly amount, less your gross weekly EI amount

Example 1: $\$1,320.34 \times 95\% = \$1,254.32$ less $\$638.00$ (EI) = $\$616.32$

Example 2: $\$1,131.66 \times 95\% = \$1,075.07$ less $\$623.00$ (EI) = $\$452.07$

WEEKS 7-17 (next 11 weeks) - You will receive 50% of your weekly amount, less your gross weekly EI amount

Example 1: $\$1,320.34 \times 50\% = \660.17 less $\$638.00$ (EI) = $\$22.17$

Example 2: $\$1,131.66 \times 50\% = \565.83 less $\$623.00$ (EI) = $(\$57.77)$ – not eligible for top up

The District does not provide EI top up amounts if your EI payments reach 50% of your salary.

There is no top up for the Employment Insurance Parental benefits.

DO I CONTINUE TO ACCRUE SICK LEAVE?

Yes. You will continue to accrue sick leave entitlements based on your percent employed at the start of your leave.

DO MY BENEFITS CONTINUE DURING MY MATERNITY / PARENTAL LEAVE?

During your leave, Dental, Extended Health, Group Life and AD&D Insurances will be maintained in the same manner as prior to your maternity or parental leave of absence.

Where there was a cost share arrangement for the Dental and/or Extended Health benefits, or you have purchased optional insurance coverages, these benefits will continue if you pre-pay, in advance, your entire portion of the premiums, for the entire leave period.

If requested, the Board can prepare a statement of the benefit costs for you. If benefits are not prepaid, they will be cancelled.

Pension contributions cease during the period of your leave. You do have the option to continue making contributions during your leave however you must apply with the Teachers'

Pension Plan within 30 days of starting your leave. You also have the option to buy back service after your leave. It can be purchased within five (5) years after the end of the leave. Visit <https://tpp.pensionsbc.ca/> for more details.

HOW DO I GET MY NEW BABY ON TO MY MEDICAL BENEFITS?

For information regarding Birth Registration, SIN Application and MSP Enrollment, visit this link <https://www2.gov.bc.ca/gov/content/life-events/birth-adoption/births/birth-registration>

To enroll your baby on our Dental and Extended Health plans, send an email to the payroll department at payroll@wvschools.ca to request the form.

NOTE - you must enroll your child for these benefits within 30 days of the date of birth. For adoptive parents please enroll your child within 30 days of placement.

WHEN DO I NOTIFY THE SCHOOL BOARD OF MY RETURN TO WORK?

Prior to going on leave, you will be asked about the length of your leave of absence. An employee on leave should confirm with their administrator at least one month before they intend to return to work. The Board will choose a return date that allows for adequate arrangements to be made for the return of the employee.

If an employee fails to contact the Board within fifty-two (52) weeks from the date of the commencement of the leave, the employee will be deemed to have resigned their employment with the Board.

On resuming employment, the employee shall be reinstated to their previous position or a position comparable to the one they left.