



MATERNITY, ADOPTION & PARENTAL LEAVE INFORMATION FOR TEACHERS



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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 the Director, Human Resources. The Board appreciates as much notice as possible so that we are able to 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 the Director, 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 35 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 37 consecutive weeks of unpaid leave.

An adopting parent can take up to 37 consecutive weeks of unpaid leave.

EXTENSION TO LEAVES

There are limited extensions to the leaves. The specific language for the extensions can be found in the *Employment Standards Act*.

Teachers may be granted 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 payroll department will complete a Record of Employment on your last day worked. This record will be filed electronically with Service Canada. You do not need to bring a copy to the Service Canada location.

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.

Once you have applied for Employment Insurance, there is a one week, unpaid, waiting period for benefits to begin. You will receive an access code which will allow you to view your claim information online. You will be able to see your Record of Employment as well as the payments made.

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

HOW MUCH CAN I EXPECT TO RECEIVE UNDER EMPLOYMENT INSURANCE?

After the first week the amount received is determined by a formula. Exact amounts cannot be calculated in advance. For most people, the basic rate for calculating Employment Insurance benefits is 55% of your average insurable weekly earnings, up to a maximum amount. As of January 1, 2016, the maximum yearly insurable earnings amount is \$50,800. This means that you can receive a maximum amount of \$537 per week.

HOW LONG WILL THE EMPLOYMENT INSURANCE BENEFITS CONTINUE?

EI Maternity benefits can be paid for a maximum period of 15 weeks.
EI Parental benefits can be paid for a maximum period of 35 weeks.

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.

For the one week EI waiting period the School Board pays 95% of your current salary. This is calculated by taking the category and step annual salary X your FTE/52.

EX: Cat 4 Step 1 at .8571 FTE = \$47, 016 (salary) X .8571 (FTE) /52 X 95%=\$736.20. Therefore, \$1472.40 is paid for the one week waiting period.

The second week of leave is paid at 95% plus your additional EI benefits.

EX: \$736.20 (amount paid weekly) + \$537 (EI Payment) = \$1273.20 paid for the second week of leave

Weeks 3-6 of the leave are paid at 95% less the EI top up.

EX: \$736.20 (amount paid weekly) - \$537 (EI payment) = \$199.20 (District top up amount) X 4 weeks

Weeks 7-18 of leave are paid using the same formula but the payment is now made at 50% of your salary. Please note that the District does not provide top-up if your EI payments reach

50% of your salary. If EI does not pay 50% of your salary the District will provide a top-up payment.

EX: 47,016 (salary) X 0.8571 (FTE)/52 X 50% = 387.47

There will be no top up amount because the EI payment is more than 50% of the salary.

Please note that it is the employee's responsibility to provide the district with their payment details from the Service Canada website for the top up to be paid.

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

DO I CONTINUE TO ACCRUE SICK LEAVE?

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, BC Medical Services Plan (Provincial health care), Dental and Extended Health Benefits and Long Term Disability coverage will be maintained in the same manner as it was prior to maternity or parental leave of absence. Where there was a cost share arrangement for the benefits, the benefits will continue only if the employee pre-pays, in advance, the employee's portion of the premiums for the first day of the month following the date of leave to the end of the leave. Voluntary benefits can continue with the employee paying the cost. If requested, the Board will prepare a statement of the benefits costs the employee will have to pay during the leave. If benefits are not pre-paid they will be cancelled.

Pension contributions cease during the period of the leave. However, the pensionable time can be repurchased within five (5) years of the end of the leave in accordance with the rules of the Teacher Pension Plan.

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

If the mother of a newborn has MSP coverage, the easiest way to enrol the newborn in MSP is by completing the MSP application on the reverse side of the Registration of Live Birth form. You will receive this form at the hospital where the baby is born. You can also find forms at the Vital Statistics website (www.vs.gov.bc.ca) and the Health Insurance BC website

(www.health.gov.bc.ca). Please use the forms on this website to enrol your baby if you are an adoptive parent.

To enroll the baby on your Dental and Extended Health plans please advise payroll of the baby's full name and date of birth. You can do this by sending an email to the payroll department at payroll@wvschools.ca.

*Please note that you must enroll your child for these benefits within 30 days of the date of birth. For adoptive parents please enrol your child within 30 days of placement.

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

An employee on leave shall notify their manager or 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.