

MATERNITY SUPPLEMENT FOR TEACHERS

Under the Teachers' Collective Agreement, teaching staff with a minimum one year of service can access maternity leave for a minimum of 15 weeks. Maternity leave combined with parental leave shall be for a maximum of 52 weeks. The first 20 weeks of the combined leave shall be with benefits but without salary. This period is referred to as 'maternity leave'. After the twenty-week period, the leave shall be without salary or Board contributions to benefits. This period is referred to as 'parental leave'.

Maternity leave begins at the discretion of the teacher but no later than the birth of the baby. When applying for maternity leave, the teacher shall notify the Board in writing at least 3 months prior to the commencement date. A teacher may access their sick benefits prior to the birth of the child if they are declared by a doctor as disabled and unable to work due to pregnancy.

Maternity leave from the District that is approved by the Director, Human Resources Consulting is not the same as maternity leave as per the EI Act. It is not necessary for the two to begin on the same date.

During the Eligibility Period for Employment Insurance (EI) maternity benefits, the board will pay the Maternity Supplement for 6 weeks commencing with the birth of the child. "Maternity Supplement" means the Board's supplement paid to a teacher on a continuing contract who is not working for reasons of pregnancy or maternity and shall be equal to the difference between the teacher's regular earnings and the employment insurance benefits to which the teacher is entitled. ***You will not receive payment of the supplement during periods when you are not required to work (e.g. the summer, winter break, spring break).***

If your doctor advises that you will be medically disabled for a period longer than 6 weeks, another doctor's note is required once you have had your baby, which indicates the period of disability after your baby is born. A combination of sick leave and the supplement will not be paid for more than 90 calendar days from the first day of disability.

You are eligible for a total of 15 weeks of maternity benefits and 37 weeks of parental benefits from EI. You will receive 55% of your regular weekly earnings from EI, up to the maximum insurable earnings. Therefore, the gross maximum amount you can receive from EI is \$547.00 per week (over 35 weeks) or \$328 per week (over 61 weeks) (federal tax will be deducted). A minimum of 600 insurable work hours over the last 52 weeks is required to claim EI maternity/parental benefits.

To apply for EI benefits, you need a Record of Employment (ROE). Your ROE will be submitted to Human Resources Canada electronically by Human Resources Payroll within 5 working days after your last day worked or your last day of sick leave pay, whichever occurs later. They will not process your EI application without a ROE. Once you requested your ROE, you must apply for your EI online at

<http://www.servicecanada.gc.ca/eng/ei/application/employmentinsurance.shtml>

Full-time teachers are eligible to receive the Maternity Supplement upon the birth of their baby. For part-time teachers the maternity supplement is payable once you provide a copy of your "My Current Claim" found online. EI has advised that it may take 4 to 6 weeks from the date you apply for EI to receive your first payment.

Once the supplement period is completed, you will receive payment of any salary holdback for which you are eligible. The holdback is your July/August payout prorated based upon the days you worked during the year, as well as the days you received the supplement. Once you have been paid this holdback you will not receive any more money from the District until you return to work.

A teacher may terminate the combined maternity/parental leave with a four-week prior written notice to the Director, Human Resources Consulting at any time during the combined maternity/parental leave (i.e. during the first 52 weeks).

A teacher may, upon written request to the Director, Human Resources Consulting submitted within four weeks prior to the expiry date of the combined maternity/parental leave, be granted leave (beyond the 52-week period) in accordance with clause 18.1.2(d) to a natural break in the school year, or the next school year.

If a teacher's spouse is also an employee of the Edmonton Public Schools; they are entitled to access 'second parent leave' anytime within one year of the birth of the baby. Four weeks written notice is required prior to commencement of the leave. Leave shall be for a maximum of 37 weeks and is without salary or Board contributions to benefits.

Questions:

What is the Maternity Supplement?

- The Maternity Supplement is paid to staff that are medically disabled and unable to work for reasons of pregnancy or maternity. The maternity supplement is a top-up to your EI maternity benefits so that you receive 100% of your salary during this period.

How much is the maternity supplement?

- The supplement is the difference between your gross earnings (calculated on a daily basis without a holdback) and the gross amount of EI benefits you are earning.

When am I eligible to receive the maternity supplement?

- The maternity supplement can only be paid when you are receiving EI maternity benefits and while you are unable to work for medical reasons related to pregnancy/maternity.

How long can I receive the supplement?

- Most doctors indicate the health related period is 6 weeks following the birth of the baby. If you are medically disabled for a period longer than 6 weeks and provide medical documentation, you may receive payment of the supplement for the period your doctor has identified. You cannot receive a combination of sick leave and the supplement for longer than 90 calendar days. After 90 calendar days, you may be eligible for extended disability benefits.

When do I need a Record of Employment (ROE)?

- Once your baby is born, you need to request your ROE by calling Sharon Greenwood at (780) 429-8578 or Felicia Roque at (780) 970-5218. Your ROE will be submitted to Human Resources Canada electronically by Human Resources Payroll within 5 working days after your last day worked or your last day of sick leave pay, whichever occurs later. They will not process your EI application without a ROE.

What do I need to do?

- In order to take maternity leave, teachers should apply in writing at least 3 months before they intend to begin their leave. With your letter of request, include a doctor's certificate that indicates the estimated date of birth of your baby. Your written request should be addressed to the Director, Human Resources Consulting, with a copy to your principal.
- If your doctor advises you to stop work before your baby is born, you must submit further medical information (Physician's Assessment Form) to Leaves of Absence - Human Resources Consulting confirming commencement of the medical disability period due to the pregnancy. You are entitled to access your sick entitlements up to the day your baby is born.
- If you stop working before the baby is born for personal reasons (not health-related), you must inform Leaves of Absence - Human Resources Consulting in writing of your last day worked so that the dates of your maternity leave can be adjusted.
- Once your baby is born, you must **confirm the actual date of birth**. This can be done by calling Sharon Greenwood at (780) 429-8578 or Felicia Roque at (780) 970-5218. At this point, arrangements will be made through Human Resources Payroll to electronically issue a Record of Employment (ROE) to Human Resources Canada. Your EI application should then be submitted online.
- Usually, the Board will pay the maternity supplement for 6 weeks commencing with the date of birth of the child. If your doctor advises that you will be medically disabled for a period longer than 6 weeks, another doctor's note is required once you have had your baby, which indicates the period of disability after your baby is born.
- **When you have received your first payment from EI, submit your "My Current Claim" information found online to "Leaves of Absence - Human Resources Consulting".**
- Included in your package is an Application to Change Group Benefits form. This form must be submitted in order to include your child on your benefits plan. It is important that you submit this form within 30 days of the birth of your child or your child may be subject to late applicant penalties.