

MATERNITY SUPPLEMENT FOR TEACHERS

Employees are eligible for maternity and parental leave if they have been employed at least 90 days as per the new Alberta Employment Standards legislation. Maternity leave combined with parental leave shall be for a maximum of 78 weeks. The combined maternity leave and parental leave for up to 52 weeks is with benefits, but without salary. Parental leave beyond 52 weeks but within the 78 weeks period is leave without salary and benefits. This period is referred to as 'extended 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 at least 3 months prior to the commencement date, where possible. A teacher may access their sick leave 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 an amount paid by the Board to a teacher on a continuing contract who is not working for maternity reasons, and the amount is 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 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 from EI. There are now two options available for receiving parental benefits: **standard** or **extended**. **Standard parental benefits** can be paid for a maximum of 35 weeks and must be claimed within a 52-week period (12 months). You will receive 55% of your average weekly insurable earnings from EI up to the maximum amount. **Extended parental benefits** can be paid for a maximum of 61 weeks and must be claimed within a 78-week period (18 months). You will receive 33% of your average weekly insurable earnings from EI up to the maximum

amount. The maximum amount you can receive from EI is: **\$562.00** per week for standard parental benefit, and **\$337.00** per week for extended parental benefit (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). Once you requested your ROE, you must apply for your EI online at <http://www.servicecanada.gc.ca/eng/ei/application/employmentinsurance.shtml>

The maternity supplement is payable once you provide a copy of your “My Latest Claim” found online. EI has advised that it may take 28 days 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.

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 78-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 ‘parental leave’ anytime within 78 weeks of the birth of the baby. Six weeks written notice is required prior to commencement of the leave. Leave shall be for a period of up to 62 weeks and is without salary or benefits.

Questions:

What is the Maternity Supplement?

- The Maternity Supplement is paid to staff that are medically disabled and unable to work for reasons related to the birth of the baby. 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 receiving.

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 the birth of your baby.

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 Felicia Roque at 780-429-8578 or Amber Bowbyes at 780-970-5218. Your ROE will be submitted to Service Canada electronically by Human Resources Payroll within 5 working days from the date of your request. Service Canada will not process your EI application without a ROE.

What do I need to do?

- Teachers should apply in writing at least 3 months before they intend to begin their leave. You can use the Long Term Leave of Absence Request form in Connect (in Employee Essentials under Leaves of Absence) and submit with your doctor's note or a statement from a registered midwife that indicates the estimated date of birth of your baby.
- If your doctor advises you to stop work before your baby is born, you must submit further medical documentation 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** by calling Felicia Roque at 780-429-8578 or Amber Bowbyes at 780-970-5218. At this point, arrangements will be made through Human Resources Payroll to electronically issue a Record of Employment (ROE) to Service 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 Latest Claim” information found online to “Leaves of Absence-Human Resources Consulting”.**
- Included in your package is the **Continuing Teachers Application for Benefit Premium Payment during 12-18 Month Period of your Parental Leave** which should be completed and returned on or before the date indicated on the form. Also included 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 31 days of the birth of your child or your child may be subject to late applicant penalties.