

Procedure Title	Maternity Leave		
Date of Issue	August 24, 2016	Related Policy	BP 7701-D
Revision Dates	April 13, 2022	Related Forms	Long Term Leave Request (Employee Information and Leave (EIL): eil.bwdsb.on.ca)
Review Date		Originator	Administrative Council
References			
Employment Standards Act, 2000, S.O. 2000, c. 41			

1.0 RATIONALE

This procedure is intended to assist Bluewater District School Board (BWDSB) employees in preparing for maternity leave by providing an overview of applicable legislation, procedures, and collective agreement references that govern this type of leave.

2.0 PROCEDURE

2.1 Requesting a Leave

- a) The employee will submit a 'Long-Term Leave Request – Maternity' using the online Employee Information and Leave (EIL) module.
- b) The employee must provide the appropriate amount of notification in accordance with the Employment Standards Act (ESA) and the appropriate collective agreement and/or procedure to:
 - i. request a maternity leave; and/or
 - ii. revise the start or end date of the maternity leave.
- c) A maternity leave is to commence no later than the earlier of the due date or the day on which the employee gives birth in accordance with ESA. If the employee gives birth earlier than the date outlined in the request, the employee is required to notify the Human Resources Services Department **as soon as possible**.

- 2.2** Once the Human Resources Services Department approves the leave through the EIL, the appropriate individuals and departments will be notified.

2.3 Pension

a) Teachers' Pension Plan Board (TPP)

Where applicable, the Human Resources Services Department will notify the TPP of the employee's leave. Please refer to the TPP secure website at www.otpp.com for buy-back options and other relevant information.

b) Ontario Municipal Employees Retirement System (OMERS)

Where applicable, the Human Resources Services Department will notify OMERS of the employee's leave. The Human Resources Services Department will notify the employee of the buy-back options and other necessary information.

2.4 Benefits

- a) The Human Resources Services Department will notify the life and health benefit providers of the leave. Employees will be contacted by the benefit provider of the Employee Life and Health Trust (ELHT) or the Ontario Non-Union Education Trust (ONE-T) to select which benefits to maintain or suspend during the leave.
- b) The Human Resources Services Department will advise the benefit providers for long-term disability (LTD) of the leave. Employees will be contacted by Ontario Teachers Insurance Plan (OTIP) or the Human Resources Services Department (for Non-Union and Professional Student Services Personnel (PSSP) employees) to determine whether the employee wishes to maintain or suspend LTD coverage during the leave. For members of the Elementary Teachers' Federation of Ontario (ETFO), LTD coverage is mandatory for the period of leave.

2.5 Maternity Benefits

- a) Employees can apply for maternity benefits with Human Resources Development Canada (HRDC), by applying online at www.servicecanada.ca, on or after the last day of work. The claim will be held until the record of employment is sent electronically from the board.
- b) If the employee is eligible for top-up benefits based on the applicable collective agreement and/or procedure, upon receipt of a benefit statement from HRDC, which outlines the dates and gross weekly employment insurance benefit amount paid to the employee, the employee must fax (519-370-2944) or email (payroll@bwdsb.on.ca) the benefit statement to the Human Resources Services Department. The employee must ensure that their name is included on the benefit statement and that the personal access code is blacked out.

2.6 Occasional Staff

- a) All occasional staff must submit an EIL to request a leave from the occasional list (in addition to the one submitted for a permanent position, if applicable).
- b) All occasional staff are required to make themselves unavailable in SmartFind for the approved timeframe, while on maternity leave.
- c) If applicable, the employee must ensure that they have completed the required number of assignments if the leave commences part-way through the school year.

2.7 Colleges Fees (if applicable)

College fees are due annually. If applicable to the employee, when this fee is due, the employee is responsible to pay this fee directly to their college.

2.8 Offence Declaration

Offence declarations are to be completed annually by BWDSB employees. While on leave, the employee must ensure that their offence declaration is completed by the required deadline.

2.9 Prior to Returning

A minimum of two (2) weeks prior to the return to work date, the employee is asked to remind their administrator/supervisor to submit a "Return from Leave Request" online through EIL). This is necessary for the employee to be processed in the Human Resources Services Department.

2.10 Questions

Please contact the Human Resources Services Department with any questions pertaining to maternity leave.