

OSSTF DISTRICT 21 TEACHERS' UNIT

PREGNANCY/PARENTAL LEAVES



AN INFORMATION PACKAGE
FOR TEACHERS

March 2009

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Introduction

Congratulations as you anticipate a new addition to your family! This package is intended to assist you in preparing for pregnancy/parental leave. Hopefully, it will answer many of your questions. However, if you need further information do not hesitate to call us at the District 21 Office. We are here to protect your family's interests!

It is strongly recommended that you keep a complete record of arrangements made and documents submitted, including proof of the date submitted. You might need this verification in the future.

Where to Get Information

District 21 Office.....	905-574-8285
H.W.D.S.B.....	905-527-5092
	Payroll.....ext. 2226
	Benefits....ext. 2215
Ontario Teacher's Pension Plan Board.....	1-800-668-0105
	www.otpp.on.ca
	(have SIN# handy when you call)
Service Canada (Employment Insurance).....	905-572-2211
	http://www.servicecanada.gc.ca/
Ontario College of Teachers.....	1-888-534-2222
	www.oct.on.ca

Leave Entitlements

The rights to pregnancy/parental leave are set out in the *Provincial Employment Standards Act*. Your negotiated Collective Agreement (see article 8) also outlines and protects Pregnancy, Parental, and Paternity Leave. The following is a summary of these entitlements.

For the Birth Mother

Pregnancy Leave---17 weeks pregnancy leave to begin no earlier than seventeen weeks before the expected birth date. Although you may begin your leave at 17 weeks prior to delivery, you will not be eligible for E. I. Benefits until 8 weeks before the birth of your child.

Parental Leave---35 weeks parental leave to begin when the pregnancy leave ends unless the child has not yet come into custody, care and control for the first time.

For the Father/Partner/Adoptive Parent

Parental Leave—37 weeks (2 week waiting period plus 35 weeks parental leave) to begin no later than 52 weeks after the child is born or comes into custody, care and control for the first time.

Paternal Leave (around the birth of a baby)-- under the OSSTF Collective Agreement Article 8.23, paternal leave is two days, upon written request. These days are given for the day of birth, the day of hospital release, or when the child comes into care and custody. These two days are not deducted from the member's sick leave account.

Employment Insurance Benefits (E.I.)

In order to qualify for benefits, the Employment Insurance Act requires that you must have at least 600 hours of insurable employment in the 52-week period preceding the birth of a child. For a full-time teacher, this translates to 86 working days. A full-time teacher accumulates 7 insurable hours per day worked.

When does my E.I. claim begin?

Maternity benefits payment may begin up to 8 weeks (10 weeks including the 2-week waiting period) before a child is born, but no later than the birth of a child.

A claim for parental benefits must start no later than **52 weeks** after the baby is born or comes into your care.

What is my entitlement to maternity benefits?

Human Resources Canada (HRDC) will provide maternity benefits to a birth mother for a period of **15 weeks** after a **2-week** waiting period. This makes up your **17 weeks** of maternity benefits.

If your baby is hospitalized, then the 17-week limit can be extended for every week your child is in the hospital up to 52 weeks — following the week of the child's birth. You will still receive benefits for a maximum of 15 weeks, but payments can be delayed until your child comes home.

What is my entitlement to parental benefits?

HRDC will provide parental benefits to a birth mother, father, partner, or adoptive parent for a period of 35 weeks. The benefits can be accessed by one parent or shared. This may happen at the same time, consecutively, or on alternating weeks.

How much will I get from E. I.?

The basic EI benefit rate is 55% of your average insured earnings up to a maximum of \$423 per week. A Category 3, year 1 teacher calculation would be $(\$44584/52) \times .55 = \471.56 . However, as this exceeds the maximum allowable, this teacher will receive \$423 each week.

Notice Requirements

Notifying the HWDSB To Begin A Leave

For Pregnancy Leave:

- You are required by law to provide a minimum of 2 weeks written notice of the date your leave will begin. However, giving 4 weeks notice will ensure that the Board has all the necessary paperwork for E. I. Application ready for your claim.
- The written notification must include a certificate from a legally qualified medical practitioner stating the expected date of birth.
- The minimum notice does not apply where there are complications due to pregnancy or where the birth (still birth or miscarriage) occurs earlier than the expected date of birth.

For Parental Leave:

- You are required to provide at least **2 weeks** written notice of the date the leave is to begin.
- Minimum notice does not apply where the child comes into custody, care and control for the first time sooner than expected.

Notice to Change a Leave Period

To change the date to an earlier or later date for beginning a pregnancy or parental leave, at least **2 weeks** written notice of the date must be provided.

To change the date to an earlier or later date for ending a pregnancy or parental leave, at least **4 weeks** written notice of the date must be provided.

Collective Agreement Entitlements

Your collective agreement includes provisions affecting pregnancy and parental leave.

1. Supplemental Employment Benefits (SEB)

Article 8.10 (b) states that the Board will provide a weekly benefit payable for the two-week E. I. waiting period at a weekly rate equal to 100% of the Teacher's normal weekly earnings. **Article 8.10 (c)** guarantees that the Board will provide an additional E. I. top-up to 100% of the Teacher's normal salary for up to six weeks of **pregnancy** leave after the initial 2-week waiting period. *(Please note that only birth mothers are eligible for pregnancy leave, therefore only birth mothers will receive 6 weeks of SEB.)*

Members who get top-up in the summer will receive manual cheques for the amount, around the 25th of each month. At the end of the tax year, though, they will get two T4s. One will be for the amount of the manual cheques, and the other will be for the rest of their automatically-issued salary.

There is potential that if someone has a baby on July 1st and returns to work that September, they will make money. The Board has acknowledged this loophole, but is unable to deal with it under this contract.

However, all of the above applies **only** if the Teacher qualifies for E. I. Benefits, and has provided the Board with the information indicating the amount of her weekly E. I. entitlement.

Those that do not qualify for E.I. but have accumulated sick leave may use up to six weeks of sick leave after the birth of the baby (see page 9 for more information.)

2. Extended Leaves of Absence

Article 8.22 indicates that upon application to the Board you are entitled to an extended parental leave of another **2 years**, under the

General Leave Plan, Article 7.07 to 7.10. Note that, however, this will be an unpaid leave of absence. Thus you must pay the full cost of all your benefits during this period or they will be cancelled for the duration of this leave.

To maintain LTD you will also have to continue to pay premiums. If you choose not to, you will be subject to the “pre-existing clause” upon your return to work. Questions regarding OTIP LTD coverage can be directed to the District 21 Office.

Article 9.01 outlines the rights of teachers returning from leaves. Teachers that return to work within three years or less of the original leave will be considered part of the staff at the school at which they last worked. Teachers that return to work after three years will become a system responsibility and be available for placement. Teachers that hold a position of responsibility (i.e. headship) will have to relinquish this position if they extend the **general leave portion** of their total leave beyond 2 years.

3. Voluntary Timetable Reduction

Article 7.33 to 7.41 outlines the right of a teacher to request a reduced timetable. Note, however, that salary, benefits, and sick leave allowance will be pro-rated depending on how many classes you teach over the school year. It is also important to note that such a request must be made in writing no later than **April 1st** for the following school year. Teachers that are on a voluntary timetable reduction will be automatically returned to full-time status at the end of the year unless another written application for voluntary timetable reduction is made.

Special note: taking a reduced timetable will affect the amount of teacher pension you will receive when you retire. It is important to consider this when making the decision to teach part-time.

Remember that during your Pregnancy/Parental Leave or Extended Leave of Absence you must make arrangements with the Ontario College of Teachers to pay your annual fees.

Sick Leave Entitlements

When can I use sick leave?

1. You can use sick time before the birth of your baby.

Article 8.05 of your Collective Agreement allows you to use sick time prior to your statutory leave if there are medical complications surrounding your pregnancy. In order to access these sick days, you must provide the Board with a medical certificate from your doctor. In such a case it is your choice whether to use sick time or to begin your 17 weeks of pregnancy leave.

2 You can use sick time after the birth of a baby, if you do not qualify for E.I.

Recent court rulings support your entitlement to use sick leave with pay following the birth of your baby. You may wish to access this sick time if you do not qualify for E.I, and therefore cannot access the Board's Supplemental Employee Benefits for this 6-week period. Use of sick leave will depend, of course, on the number of banked sick days you currently have.

Note that the use of sick time after birth will not extend your pregnancy leave, which will still be a maximum of 17 weeks. However, your two-week waiting period for E. I. will be included in the six weeks, and the Supplementary Benefits provided by the Board will not apply. You will then be able to receive E. I. payments immediately after the six-week period.

Remember that the due date you submitted to the Board is the date that your pregnancy leave begins, and that sick leave cannot be used until after the birth of the baby. If the baby is late, there will be no sick leave pay until the baby is born. It is therefore advantageous to request that your Doctor records the latest due date possible on the documentation submitted to the Board.

It is against the law for an employer to make a woman start pregnancy leave early because of sickness, or if her pregnancy limits the type of work that she can do.

Teacher's Pension Plan Contributions

Why should I continue my contributions?

It may seem expensive to make pension contributions while on leave; however, the financial implications of not doing so are considerable. Remember that it will cost more to purchase the credit later, and that direct payment to a registered pension plan is a tax deduction. You also need to consider that the amount of your pension will be less than it would be with the additional credited service, and it may postpone the date you can retire with an unreduced pension. **It is important to carefully weigh your options before making a decision.**

How do I maintain my Pension Plan Contributions?

Under the Employment Standards Act, the Board will continue to make your pension contributions during your pregnancy and/or parental statutory leaves if you instruct them to do so. This applies if you have worked 13 or more weeks with the Board. However, you must reimburse the Board for your total pension contributions.

It is important that you determine a payment schedule with the Board to ensure contributions are paid to maintain your pension. The pension department (in Benefits) at the Board will send you everything you need to pay your pension during your leave, or buy it back after the leave.

All contributions for current service and purchases of credit for service after 1989 are fully income tax deductible in the year that they are made.

To contact the Teacher's Pension Plan Board directly, use the contact information on the Introductory page of this booklet.

Grid Placement/Seniority/Your Pay

Article 11.06 (d) ensures that you will not lose advancement on the grid for a statutory pregnancy/parental leave.

Article 20.01 (a) (i) states that you will not lose seniority (your experience credit for seniority on the seniority list) during a statutory pregnancy/parental or extended parental leave.

Your Paycheque

Depending on when you start your leave you may have been paid more or paid less than the actual time you taught in the classroom. The Board will make an adjustment to return any extra monies to you, if you have been paid less. If you have been paid more, the Board will deduct the appropriate amount from your paycheque.

The pay schedule set by article 12.01(a) is as follows:

DATE	PERCENTAGE
September, first Friday after Labour Day	8%
September 25	8%
October 25	8%
November 25	8%
December, last day of school before break	8%
January 25	8%
February 25	8%
March 25	8%
April 25	8%
May 25	8%
June 25	20%

On the following page you will see a grid that you can use to determine if you are in a position of over/under salary payment. This should help you to plan if this will affect you.

<p>Salary Grid Indicating Overpayment /Underpayment Throughout the Teaching Year</p>

Pay Date	You Received	Number of Days This Equals	Days Actually Worked	Overpaid (+) (Days) Underpaid (-) (Days)
September 2005	15.52 days (8%)	15.52		
September 25	15.52	31.04	16	+15.04
October 25	15.52	46.56	21	+9.56
November 25	15.52	62.08	21	+3.92
December	15.52	77.60	20	-.40
January 25	15.52	93.12	15	+.12
February 25	15.52	108.64	20*	-4.32
March 25	15.52	124.16	14	-2.84
April 25	15.52	139.68	23	-10.32
May 25	15.52	155.2	20	-14.80
June 25	38.8 (20%)	194	24	0
TOTAL	194 (100%)	194	194*	

**Family Day, because it was created after the school calendars were mandated, will count as an instructional day. This is only in effect for 2008.*

Example 1: Your leave begins October 26, 2007. You have worked 37 school days. You should be paid 37/194 which is 19.07% of the school year. But, you were paid 8% the first Friday after Labour Day, 8% on September 25, and then 8% on October 25. Thus you have been paid for 24% of the year, but you worked for only 19.07%. The Board will ask to have the 4.93% overpayment returned.

Example 2: You return to work May 28, 2008. You work until the end of the school year. This is 24 school days. You will be paid 24/194 which is 12.37% of the school year. Your June 25 pay will then be 12.37% of your salary.

Board Benefits

1. The Board covers the premiums for the period of your statutory leave for Extended Health, Semi-Private Hospital Care, and Basic Group Life Insurance (\$50,000 mandatory coverage) just as it did as when you were not on leave. You must continue to pay the same share of these Benefits that you paid prior to your leave.

2. You will be billed for your share of Dental Insurance, as well as Dependent and Optional Life Insurance (this is any amount about the basic \$50,000 coverage). You may choose to:
 - a) cancel all your group benefits with the Board
 - b) maintain all coverage or parts thereof by prepaying premiums.

The Benefits Department cannot send you the appropriate forms until after the Board has approved your leave. This could take up to 6 weeks, so please be patient. Questions about your Board benefit coverage while on leave should be directed to the Benefits Department at the Board at (905) 527-5092, extension 2215.

Ontario Teacher's Insurance Plan (O.T.I.P.) and Your Long Term Disability Coverage (L.T.D.)

The forms sent to you by the Benefits Department will outline what you must pay to maintain your LTD coverage with OTIP. Should you choose to maintain this coverage, Human Resources will send you an invoice. ***We urge you to very carefully consider your choices in this regard. Should you decide to discontinue this coverage while you are on leave, you will become subject to a 'pre-existing clause' for one year upon your return to work. This could greatly affect whether or not you will receive benefits should you become ill in the first year you return to work, if the illness is due to a condition that developed while you were on leave.***

All questions concerning your OTIP coverage should be directed to the District 21 Office at (905) 574-8285.

Application Process for Your Leave of Absence and E.I. Claim

Leave of Absence with the Board:

1. Send a letter to Damian Borrelli, Executive Officer of Human Resources. This should include:
 - A medical certificate stating the expected date of birth.
 - The date you wish to begin your leave, and the date you wish to return to work.

There are sample letters attached to help you with this. They include:

Example A—requests statutory pregnancy leave, statutory parental leave, and 6 weeks of Supplementary Employment Benefits (SEB)

Example B—requests statutory pregnancy leave with SEB (top-up)

Example C— requests parental leave for adoptive parents

Example D—requests parental leave only

Example E—requests an extended leave of absence

Example F---requests statutory pregnancy leave, statutory parental leave, and six weeks of sick leave after the birth of the baby (to be used **only** if you do not qualify for E.I.)

Note: It may be advisable to request pregnancy leave separately from parental leave. This allows you to keep your options open in the event that your circumstances change.

2. As a courtesy you may wish to send a copy to your Principal, and always keep a copy for yourself. *Note that your Principal does not need a copy of the medical certificate.*

3. Remember that you are required by law to provide a minimum of 2 weeks written notice of the date you wish to start your leave. However, it is to your advantage to give a minimum of 4 weeks notice so that the Board can provide you with the necessary paperwork for Employment Insurance when your leave begins.

4. After your last teaching day or sick day paid (provided your leave has been approved by the Board), Payroll will issue you a Record of Employment (ROE). You will need this to hand in with the rest of the E.I. forms. E. I. will not process the claim until they have the ROE.
5. If the pregnancy leave is to end on an earlier date than stated in your notice to the Board, 4 weeks notice of your intent to return to work must be confirmed in a separate letter to the Executive Office of Human Resources.
6. Should you move during your leave, you must inform the Board in writing of your new address.

Applying for E. I.

1. Ensure that you have your Record of Employment (ROE) from the Board (see #4 above.)
2. Apply for pregnancy/parental leave E.I. You can do this online at www.servicecanada.gc.ca . Follow the on-screen instructions to complete your application. Alternatively, you can apply at the E. I. computer kiosk at your local E.I. office (Human Resources Development Canada Centre). *A medical certificate for maternity benefits is no longer required.*

Pregnancy/Parental Leave Checklist

BEFORE/WHILE YOU ARE EXPECTING

- () Request the Pregnancy/Paternal Leaves booklet from the District 21 Office.
- () Research and make phone calls. Find out the best possible options for you and your family in regards to length of leave, benefits, pension, etc. You can contact Human Resources Development Canada, the Teacher's Pension Board, the HWDSB, The Ontario College of Teachers, and of course, our office. *It is especially important that you find out if you have the 600 insurable hours required for the collection of EI benefits.*
- () See your doctor (if you are pregnant.) Obtain documentation that states your due date. Also have your doctor test you for immunity to Fifth Disease.
- () See your adoption agency (if you are adopting). Get documentation on when your child will be released into your care.
- () Notify the Board of your pregnancy/parental leave. Attach the appropriate documentation. Sample letters are available in the Pregnancy/Parental Leaves booklet. See the Pregnancy/Parental Leaves booklet for deadlines. **KEEP COPIES OF ALL PAPERWORK.**
- () Return the paperwork that the HWDSB has sent you since they received your Leave Notice. **KEEP COPIES OF ALL PAPERWORK.**
- () Begin your application for EI Benefits. You can do this online at Service Canada, at www.servicecanada.gc.ca. **KEEP COPIES OF ALL PAPERWORK.**

AFTER YOUR CHILD HAS ARRIVED

- () Obtain your Record of Employment (ROE) from the Board. (They issue this after the last day worked/fully paid sick day.)
- () Submit your ROE to HRDC (complete your application for E.I. Benefits.) Be aware of deadlines. **KEEP COPIES OF ALL PAPERWORK.**
- () Notify the HWDSB of your new dependant.
- () Arrange with the College of Teachers to pay your annual fee during the time you are on leave.
- () Ensure that you have arranged with the HWDSB to pay for Benefits, LTD, and Pension contributions.
- () Plan ahead if you wish to take an extended leave/reduced timetable. Check your Collective Agreement/call the District 21 Office.

TYPES OF LEAVES AND YOUR COLLECTIVE AGREEMENT: A COMPARISON CHART

	Deadline for application	Maximum length	How your pay works	Benefits	Pension	Seniority
General Leave	None; requests will not be unreasonably withheld. Must give 10 weeks notice if you wish to change the date you are coming back. Must have worked at least 2 years with the Board to be granted a leave.	2 years, with option of 1 year extension.	No pay	You must pay 100% of benefits during period of leave	You can purchase pension credit for a full-time leave period only, including during the leave. You have five years from the end of leave to buy back, in one lump sum.	No accumulation during leave period.
Teacher-funded leave	On or before Jan. 31 st for the next school year. Teacher must confirm leave request prior to April 1 of the year in which the leave is to occur.	Total of one year within a five year period (can also be one semester at a time)	Choice: no pay at all for leave period, or percentage of salary is held back during time worked, then paid out during leave.	Board continues to pay its share, and you pay yours.	You can purchase pension credit for a full-time leave period only, including during the leave. You have five years from the end of leave to buy back, in one lump sum.	No accumulation during leave period.
Voluntary timetable reduction	April 1 st for the next school year; however, late requests will be considered and not be unreasonably withheld. This must be repeated every year if the teacher wishes to remain on a reduced timetable. Note: taking a reduced timetable in both of the two years prior to retirement will affect your retirement gratuity.	Unlimited	Salary is pro-rated according to reduced timetable.	Pro-rated in accordance with timetable reduction (eg. for a 2/3 timetable, Board would pay 2/3 cost, employee the other 1/3)	Cannot buy back credit for partial days; will not affect date you can retire, but will affect amount of pension received. (For every year you teach full-time, you earn 2% towards your pension income. For every year you work at 2/3, for example, you would earn 2/3 of 2%.)	Continues to accrue.

Quick Summary of E.I. and Employment Standards Act

FEDERAL-EMPLOYMENT INSURANCE (EI) Maternity and Parental Benefits		PROVINCIAL---EMPLOYMENT S Right to Leave of Abs
Pregnancy	<ul style="list-style-type: none"> • 2 weeks waiting period. Most District School Boards pay Supplementary Employment Benefits (SEB) for this period • 15 weeks of EI benefits paid • no benefits earlier than 8 weeks before birth or later than 17 weeks after birth 	<ul style="list-style-type: none"> • up to 17 weeks • may begin no earlier than 17 weeks before the expected date of delivery • must provide employer with 2 weeks written notice of the date the leave is to begin • must provide a certificate from a legal or qualified practitioner stating expected date
Parental	<ul style="list-style-type: none"> • 35 weeks of EI benefits paid for natural or adoptive mother or father or shared • no benefits later than 52 weeks after birth or after the child comes into the parent's care • no second waiting period if leave is shared between two parents 	<ul style="list-style-type: none"> • up to 35 weeks for natural mother or 33 weeks for adoptive mother and father • natural mother's leave must follow pregnancy leave • other parents must begin leave no later than 52 weeks after the child is born or comes into the parent's care
Conditions	<p>Pregnancy and parental benefits are known as 'Special Benefits'</p> <ul style="list-style-type: none"> • must have accumulated 600 hours of insurable earnings in the last 52 weeks (can be with different employers) • the average weekly earnings calculation will be based on the 52 weeks period preceding the filing of the claim • max 50 weeks of combined maternity and parental benefits in a 52 week period • claimants whose net income exceeds 1.25 x EI maximum annual insurable earnings (\$48,750) will have to repay 30% of their EI benefits • the intensity rule which lowers the benefit paid to people who claim more than 20 weeks of EI benefits in a 5 year period does not apply to Special Benefits 	<ul style="list-style-type: none"> • must have been employed for at least 415 hours by the same employer • must give 2 weeks notice before the leave begins • must give 4 weeks notice to change the date of the leave • employers must continue to pay their share of benefits • seniority and salary credit continue to accumulate during leave • redundancy cannot take effect during leave • reinstatement to position held before leave if it still exists • 'parent' means a natural parent, adoptive parent, and a person in a relationship with some permanence with the natural or adoptive parent who intends to treat the child as his or her own

There are exceptions to these rules if the expectant mother is ill or the baby is hospitalized.

SAMPLE A
Pregnancy and Parental Leave with SEB

Date:

Mr. Damian Borrelli
Executive Officer of Human Resources
The Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, ON
L8N 3L1

In accordance with the Collective Agreement, Article 8.01, I am writing to request a Statutory Pregnancy Leave beginning _____ and ending _____. The Statutory Pregnancy Leave is to be followed by a Parental Leave (Article 8.11) ending on _____.

As required, please find enclosed a letter from Dr. _____ indicating my expected date of delivery.

I am also requesting the E.I. top-up provided for in article 8.10(c) of the Collective Agreement. I understand that according to article 8.10 (b) I will receive a weekly benefit payable for the required two-week waiting period.

It is my understanding that under the Employment Standards Act, I am entitled to return to my former position, if it still exists, or a comparable position if it does not. Therefore, I look forward to returning to _____ when I return on _____.

Sincerely,

(your name)

cc. Principal
A copy for your records

(Note: Your Principal does not require a copy of the Doctor's Certificate. This letter requesting top-up is to be used if you are eligible for EI Benefits. If you have not met the E.I. eligibility requirements, see Sample F.)

SAMPLE B
Pregnancy Leave only with SEB

Date:

Mr. Damian Borrelli
Executive Officer of Human Resources
The Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, ON
L8N 3L1

In accordance with the Collective Agreement, Article 8.01, I am writing to request a Statutory Pregnancy Leave beginning _____ and ending _____.

As required, please find enclosed a letter from Dr. _____ indicating my expected date of delivery.

I am also requesting the E.I. top-up provided for in article 8.10(c) of the Collective Agreement. I understand that according to article 8.10 (b) I will receive a weekly benefit payable for the required two-week waiting period.

It is my understanding that under the Employment Standards Act, I am entitled to return to my former position, if it still exists, or a comparable position if it does not. Therefore, I look forward to returning to _____ when I return on _____.

Sincerely,

(your name)

cc. Principal
A copy for your records

(Note: Your Principal does not require a copy of the Doctor's Certificate. This letter requesting top-up is to be used if you are eligible for EI Benefits. If you have not met the E.I. eligibility requirements, see Sample F.)

SAMPLE C
Parental Leave Only
(For Adoptive Parents)

Date:

Mr. Damian Borrelli
Executive Officer of Human Resources
The Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, ON
L8N 3L1

In accordance with the Collective Agreement, Article 8.01, I am writing to request a Statutory Parental Leave beginning _____ and ending _____.
As required, please find enclosed a letter from _____ indicating the date of adoption of my _____ (son/daughter).

It is my understanding that under the Employment Standards Act, I am entitled to return to my former position, if it still exists, or a comparable position if it does not. Therefore, I look forward to returning to _____ when I return on _____.

Sincerely,

(your name)

cc. Principal
A copy for your records

(Note: Your Principal does not require a copy of the letter).

SAMPLE D
Parental Leave Only

Date:

Mr. Damian Borrelli
Executive Officer of Human Resources
The Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, ON
L8N 3L1

In accordance with the Collective Agreement, Article 8.01, I am writing to request a Statutory Parental Leave beginning _____ and ending _____. As required, please find enclosed a letter from Dr. _____ indicating the expected arrival date of my child.

It is my understanding that under the Employment Standards Act, I am entitled to return to my former position, if it still exists, or a comparable position if it does not. Therefore, I look forward to returning to _____ when I return on _____.

Sincerely,

(your name)

cc. Principal
A copy for your records

(Note: Your Principal does not require a copy of the Doctor's Certificate.)

SAMPLE E
Extended Leave

Date:

Mr. Damian Borrelli
Executive Officer of Human Resources
The Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, ON
L8N 3L1

In accordance with the Collective Agreement, Article 7.07, I am writing to request a General Leave of Absence beginning _____ and ending _____.

I look forward to returning to teaching on _____.

Sincerely,

(your name)

cc. Principal
A copy for your records

SAMPLE F
Pregnancy and Parental Leave with Request for Use of Sick Leave
(For use only if you do not qualify for E.I.)

Date:

Mr. Damian Borrelli
Executive Officer of Human Resources
The Hamilton-Wentworth District School Board
100 Main Street West
Hamilton, ON
L8N 3L1

In accordance with the Collective Agreement, Article 8.01, I am writing to request a Statutory Pregnancy Leave beginning _____ and ending _____. As I do not qualify for E.I. Benefits, I am requesting the use of 6 weeks of sick leave to commence immediately following the birth of my baby. The Statutory Pregnancy Leave is to be followed by a Parental Leave (Article 8.11) ending on _____.

As required, please find enclosed a letter from Dr. _____ indicating my expected date of delivery.

It is my understanding that under the Employment Standards Act, I am entitled to return to my former position, if it still exists, or a comparable position if it does not. Therefore, I look forward to returning to _____ when I return on _____.

Sincerely,

(your name)

cc. Principal
A copy for your records

(Note: Your Principal does not require a copy of the Doctor's Certificate.)

Fifth Disease

Included here is the HWDSB Policy on Fifth Disease. **We strongly recommend that members who are planning to become pregnant or who are expecting a child ask their doctor to test them for immunity to Fifth Disease.**

THE HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

Fifth Disease (Parvovirus B-19) Protocol

Version #3: January 1, 2005
(To replace Version #2, April 22, 2004)

What is it?

Fifth Disease is a mild viral infection common among elementary school children. The disease is spread from person to person through direct contact with *respiratory* secretions of an infected person and has an incubation period of 4-14 days.

The disease is usually diagnosed when a rash appears on the child's face, and at that point, the virus is no longer considered contagious. The affected child is not required to stay home from school.

There is no vaccine or medicine to prevent the Fifth Disease infection. To reduce the spread of the virus, schools are reminded to use proper precautions such as frequent hand washing (see attachment). Since ill persons are contagious before they develop the characteristic rash, excluding them from work and school is *not likely* to prevent the spread of Fifth Disease.

About 50% of women are already immune to Fifth disease. However, pregnant women who do not have immunity may be at some risk. All employees who are pregnant or who are contemplating pregnancy are encouraged to contact their physicians regarding their immunity status.

Protocol:

When there is a student presenting with a 'slapped cheek' rash or there is a confirmed case of Fifth Disease in the school, staff will be:

- ✓ Informed of confirmed or potential cases of Fifth Disease by their principal
- ✓ Advised to seek direction from their treating physician
- ✓ If treating physician recommends and supports with documentation time off work, the employee uses regular sick leave

HWDSB will review an individual employee's request for accommodation within the context of this protocol upon receipt of reasonable and sufficient documentation outlining restrictions.

HWDSB has arranged with the Toronto Public Health Testing Laboratory to have Fifth Disease testing expedited. Employees are asked to take the Expedited Testing for Immunity Letter with them to their doctor and to the lab which will be taking the sample.

If there are any questions contact the appropriate Human Resources Officer or the Public Health Department at 905-546-2063 or Telehealth Ontario at 1-866-797-0000.