



## Checklist for Pregnancy/Parental Leaves

### What does this look like for Bluewater Occasional Teachers?

Items to consider as a:	Daily Occasional Teacher	In a long term occasional (LTO) assignment at the time of your leave
✓ Read ETFO Guide to Pregnancy and Parental Leave	This <a href="#">booklet</a> sets out a general guide to member rights and responsibilities under the Employment Standards Act, the Employment Insurance Act and being informed of <a href="#">Local Collective Agreement entitlements</a> .	
✓ Contact your ETFO local or the ETFO provincial office to discuss your options.	ETFO Bluewater Occasional Teacher Local: <a href="http://www.etfobluewaterot.com">www.etfobluewaterot.com</a>  ETFO Provincial: <a href="#">ETFO's Professional Relations Services (PRS)</a>  Note: If you are part-time permanent, you will need to refer to the ETFO Bluewater Teacher Local contacts and collective agreement as well: <a href="http://www.etfobluewater.com">www.etfobluewater.com</a>	
✓ Obtain a medical certificate stating the expected date of birth.	The written notification must include a certificate from a legally qualified medical practitioner stating the expected date of birth.	
✓ Provide at least 2 weeks written notice to your school board before the date of leave.	Using the Employee Information and Leave (EIL) System: <a href="https://eil.bwdsb.on.ca/">https://eil.bwdsb.on.ca/</a> request your leave and list your supervisor as the Elementary Human Resources Executive Assistant. As well, email the Elementary Human Resources Executive Assistant and ask for confirmation your EIL Pregnancy and/or Parental form was received.  Contact the Local President for this Board contact name.	Using the Employee Information and Leave (EIL) System: <a href="https://eil.bwdsb.on.ca/">https://eil.bwdsb.on.ca/</a> request your leave. Your supervisor will be your principal.
✓ Complete pro-rated minimum assignments to remain on OT Roster.	Occasional Teachers hired mid-year or on an approved Leave of Absence would have the 15 minimum assignments worked pro-rated. Days worked during an LTO count towards these 15 assignments.  Ensure you have completed these assignments before your leave (or how many you will need if you return mid school year) by emailing the Elementary Human Resources Executive Assistant. Ask for confirmation of email received. Contact the Local President for this name.	
✓ Mark yourself unavailable on SmartFind Express.	Taking a leave is not connected to SmartFind Express. As a requirement in our collective agreement, mark yourself unavailable under the 'schedule' tab.	

<p>✓ Assessment and Reporting.</p>	<p>Not applicable.</p>	<p>The person responsible for writing report cards is the person in the job at the time of the report card writing PA Day. It is understood that at the end of an LTO, responsibility for the report cards also comes to an end, and a tidy collection of notes and marks will be left for the incoming teacher to assist that person with completing those tasks on the PA Day. If your LTO starts at report card writing time you are expected to write the report cards, based on data left by the absent teacher.</p>
<p>✓ Review information re: health benefits, long-term disability, and pension contributions.</p>	<p>These links may help to review options:</p> <p>Health Benefits / LTD - <a href="https://www.otip.com/occasional-employees-insurance">https://www.otip.com/occasional-employees-insurance</a></p> <p>Ontario Teacher Pension Plan Buy Backs - <a href="https://www.otpp.com/members/cms/en/life-career-events/taking-time-off.html">https://www.otpp.com/members/cms/en/life-career-events/taking-time-off.html</a></p>	
<p>✓ Complete your application for EI Benefits.</p>	<p><a href="http://www.servicecanada.gc.ca">www.servicecanada.gc.ca</a></p> <p>Review on the Service Canada website the best time to apply for your situation.</p>	
<p>✓ Ensure a copy of your Record of Employment (ROE) has been sent from your school board to Service Canada (this is sent electronically after your last teaching day).</p>	<p>Email <a href="mailto:payroll@bwdsb.on.ca">payroll@bwdsb.on.ca</a> through your board email and request a ROE. Include your name, employee ID, and reason for leave (to ensure correct code on ROE) and ask for confirmation of email received. When logged into your My Service Canada Account (MSCA) you can view your ROE.</p>	
<p>✓ Provide proof of your EI Claim to the school board to receive Supplemental Employment Benefits (SEB) top-ups.</p>	<p>Teachers on daily occasional assignments are not entitled to the benefit.</p>	<p>Eligible LTOs will receive a top-up of 100% of salary for eight weeks of pregnancy leave or the remainder of your LTO, whichever is shorter.</p> <p>Log into your MSCA to view your claim and take a screenshot showing your full name and benefit rate calculation from Service Canada to email to the Board.</p> <p>Contact the Local President for this Board contact name.</p>

<p>✓ Add your child to your benefit plan.</p>	<p>Teachers on daily occasional assignments are not entitled to the ETFO Employee Life and Health Trust (ELHT) Benefits Plan.</p>	<p><a href="https://etfo-elhtbenefits.ca/">https://etfo-elhtbenefits.ca/</a></p> <p>LTO Teachers with a 90-consecutive calendar day assignment or longer who go on statutory leave (maternity, parental or WSIB) will be eligible for participation in the ETFO ELHT plan until the end of their LTO assignment based on their FTE assignment.</p> <p>Eligible members may change from single to family benefits and/or add an eligible partner or child to the health and dental plan without evidence of medical insurability if they experience a life event/change (e.g. birth/adoption of a child, marriage/common law qualification, loss of spousal benefits) or with an increase or decrease in FTE (e.g. increase from 0.5 to 0.7 or 1.0; decrease from 0.9 to 0.6; etc.) if completed within 31 days of the event and while the member is actively at work.</p>
<p>✓ Consider extending your leave.</p>	<p>Our Collective Agreement allows for unpaid leaves:</p> <p>Occasional teachers may request in writing (through the EIL) a leave of absence for a period of up to ten consecutive teaching months. Occasional teachers may request up to 20 teaching months leave in any 50 teaching month period. An occasional teacher shall become eligible for this leave 2 years after being added to the Occasional Teacher Roster.</p>	
<p>✓ Remember to pay your OCT fee.</p>	<p><a href="https://www.oct.ca/">https://www.oct.ca/</a></p> <p>Annual fees are due on January 1 of each year, and you must pay the fee by April 15.</p>	<p>The Board sends an e-mail in early January to notify LTOs they will deduct the 2<sup>nd</sup> pay of January for the OCT fee. If your leave is commencing around this timeframe then send an email to <a href="mailto:payroll@bwdsb.on.ca">payroll@bwdsb.on.ca</a> to confirm.</p>
<p>✓ Complete your offence declaration.</p>	<p>You must complete your electronic Offence Declaration annually between May 1st and Aug 31st via the <a href="#">Bluewater Employee Self Service Portal</a> - this is the same place where you check your pay stub.</p>	

**\*\*This document was created November 2020. Information is continuously changing. If you have any updates to include, please contact the Local President\*\***