



OSSTF District 26’s Contract Teacher Guide to Pregnancy and Parental Leave

What do I need to do?

1. Complete standard medical form (in case you need to take sick leave prior to the birth of the baby) – submit to your principal
2. Note from doctor stating approximate due date of baby – provide to HR when requesting leave
3. Minimum 2 weeks before leave: Pregnancy/Parental Leave form – submit to HR
4. ROE – request this from HR upon the birth of baby and provide to EI
5. EI application - complete online upon the birth of baby
6. Contact OTPP to advise of upcoming leave
7. Contact OTIP to advise of birth of baby -add as dependent

Resources:

- Standard medical form – available on UCDSB Insite
- Pregnancy/Parental Leave Form – available on UCDSB Insite
- EI: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>
- OSSTF Guide to Pregnancy and Parental Leave: http://www.osstf26.com/-/media/districts/d26-staging/files/pension_benefits/osstf-guide-to-pregnancy-or-parental-leave.ashx?sc_lang=en-CA
- OTIP: <https://www.otip.com/Why-OTIP/Contact-Us>
- OTPP: <https://www.otpp.com/>

Supplemental Employment Benefit (SEB)

Qualify for EI:

Weeks 1 - 6	Employer Paid / Top up to 100% pay
Weeks 7 – 17	Employer tops up to 53% pay
Weeks 18 – 29	Employer tops up to 62% pay
Weeks 30 – 52	No Top Up

Don’t Qualify for EI:

18.13 b) iv Teachers not eligible for employment insurance benefits or the SEB plan will receive 100% of salary from the employer for a total of not less than eight (8) weeks with no deduction from sick leave or STLDP.

18.12 Parenting Leave

A teacher shall be entitled to a parenting leave of two (2) days with pay and without loss of benefits, seniority, or experience in any one school year in addition to the day of birth of the child to attend to and care for the child or family.

In the case of adoption, these two (2) days shall be taken at the time of taking custody, care and control of the child for the first time or at the time of taking legal custody.