

## QUESTIONS AND ANSWERS

### **Maternity Leave**

#### **When do I have to give notice to the employer of my maternity leave? How do I do so?**

Whenever you feel comfortable doing so. \*Note that the more notice you provide, the more opportunity Human Resources has to find someone to replace you. You should notify your Principal and HR.

If you are a secondary teacher, please contact [cindy.melhus@burnabyschools.ca](mailto:cindy.melhus@burnabyschools.ca) ; if you are an elementary teacher, please contact [sandra.pandolfo@burnabyschools.ca](mailto:sandra.pandolfo@burnabyschools.ca); and if you are a district teacher, please contact [Kelsey.Marsland-anderson@burnabyschools.ca](mailto:Kelsey.Marsland-anderson@burnabyschools.ca)

#### **When is the earliest I can go on maternity leave?**

You may access maternity leave no earlier than 12 weeks before the due date.

#### **What is the number of hours required to qualify for Employment Insurance (EI)?**

600 hours of work from the previous year.

#### **What is the supplemental employment benefit (SEB)?**

Teacher's on maternity leave (for birth mothers only) that meet the EI eligibility requirements and have continuing or temporary appointments will have their salary topped up for the 16 week maternity period. But, if you work in a Temporary assignment, your top-up will continue *only* until the end date of your temporary contract.

#### **What are the eligibility requirements to access the SEB plan (top up) in Burnaby?**

The eligibility is for continuing or temporary contract teachers. Teachers on Call are not eligible.

#### **When should I apply for EI?**

Apply for EI in your final days before your leave.

### How long does it take Service Canada to process the EI claim?

This usually takes around 6 weeks.

### When can I begin collecting my topup?

Once you show your EI statement to Payroll, you can start collecting your top up (retroactively).

### Are you able to collect the top up if you are not collecting EI?

No.

### Do I get a top up if I am adopting?

No. You are entitled to apply for either the 12 month or 18 month unpaid leave.

### What's my pay when I'm on leave?

EMPLOYMENT INSURANCE	S.E.B. PLAN*
16 weeks of maternity benefit	100% of 1/52 of annual salary (total of E.I. and S.U.B. plan)
35 weeks of parental benefit (if 12 month Maternity leave chosen)	E.I. benefit only (normally 55% of your average weekly insurable earnings up to a maximum amount) (no S.E.B. plan top-up)
61 weeks of parental Benefit (if 18 month Maternity leave chosen)	E.I. benefit only (normally 33% of your average weekly insurable earnings up to a maximum amount) (no S.E.B. plan top-up)
Parental leave beyond 52 weeks or 78 weeks. No pay, E.I. or S.E.B. plan top-up.	

***\*Please note: Whether you choose a 12 month or 18 month maternity leave – your top-up amount will be the same. For example if you choose a 18 month maternity leave, even though you will receive less money from EI (you will receive the same amount as you would for the 12 month but spread over 18 months) – your top-up amount will be the same as you would have received if you choose the 12 month maternity leave.***

### Do I get credit for an increment on the payscale?

Yes, only to a maximum of the one year or 18 month maternity leave depending on your choice of length of maternity leave.

### Do I accrue seniority?

Yes, you accrue seniority for your maternity leave (maximum 18 months) and a one year parental leave (total of 25 months maximum).

### Do I accrue sick days while on leave?

No.

### Do I pay income tax on EI?

Yes

### If I am on the 12 month pay period, does my summer pay count as pay and preclude me from accessing EI?

No. This is pay that you have already earned and then banked.

### If I am on maternity leave in the summer, when do I receive my SEB (top up)?

You will receive it in one lump sum in September

### What will my position be when I return?

POSITION		RETURNING WITHIN 52 or 78 CONSECUTIVE WEEKS*		RETURNING BEYOND 52 or 78 CONSECUTIVE WEEKS
CURRENT	RETURNING	OF SAME SCHOOL YEAR	OF TWO SCHOOL YEARS	OF TWO SCHOOL YEARS
Full-time	Full-time	Return to existing position	Return to existing position	Must apply to positions*
Full-time	Part-time	Apply to posted positions (includes job sharing)		
Part-time Non-enrolling	Part-time Non-enrolling	Return to existing position	Return to existing position if available	Must apply to positions*
	Part-time Enrolling Job Share	Must apply to job share or to positions		
Part-time Enrolling Job Share	Part-time Enrolling Job Share	Return to existing position	Must apply to job share or to position	Must apply to job share or apply to positions*
	Part-time Non-enrolling	Apply to posted positions		

### What happens to my benefits while on leave?

The board continues to pay its share. You are responsible for your own portion for the year. The easiest way is to send post-dated cheques to the Board for the 12 or 18 month leave period. (The Board will contact you regarding this).

### Can I buy back my pension when I return from maternity leave?

Yes, you have up to 5 years of the return date of your leave to buy your pension for the time you were off on leave. For more information, contact BC Teacher Pension Plan, [tpp.pensionsbc.ca](http://tpp.pensionsbc.ca) or 1-800-665-6770.

### Will Payroll take care of the Record of Employment (ROE)?

Yes, following your final day of work, Payroll will process an ROE, and will forward it online to EI.

### **Will Payroll be sending out information to teachers' going on leave?**

Yes, Payroll will be sending a Maternity Leave package to your home that will give you pertinent details, such as: Maternity Leave SEB Plan (top-up) application; benefits costs while on leave; a Waiver of Benefit form for those teachers who want a stay of benefits while on leave (can only waive benefits if your leave is over 4 months). Also included is the MSP and Group Benefit Change form so that you can add your child to your benefits.

### **What is the deadline to be able to add my child to my benefit plan?**

You only have 4 months to add your child to your benefits, otherwise it will be considered as a late application and these are adjudicated on a case-by-case basis.

For additional information, please visit:

[www.canada.ca/en/services/benefits/ei/ei-maternity-parental/eligibility.html](http://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/eligibility.html)