

## PARENTING CONFESSION: 9

I'm a working mom  
who truly believes  
you should be able  
to put "PARENT"  
on a resume.

[manyhatsofamom.com](http://manyhatsofamom.com)

<u>What</u>	<u>When</u>	<u>Why</u>	<u>Whom</u>
Letter to school board informing them that you are pregnant and the expected due date. (either from doctor or mid wife)	At the point in the pregnancy that you feel comfortable sharing this information with your employer (must be two weeks prior to your due date)	Gives notice to your employer of your intent to take a maternity/parenting leave.	HR Manager for Secondary Schools Debbie DeBoer Kristen Wilson Informing your principal is your option
Accessing sick leave prior to due date. Requires a medical note from your physician	At any point in the pregnancy if there should arise medical complications which endanger the health of your or the unborn child	'off work due to medical complications associated with pregnancy' Key phrase for Disability Management	DMC (Disability Management Coordinator for your school Fax Number for medical is 905 315 8257 Please see last page for DMCs and schools
IAccess code and online portal for Teachers' Pension Plan	Immediately To set up an account contact the OTPP at <a href="http://www.OTPP.com">www.OTPP.com</a> or 1 800 668 0105	Easy access to pension buy back options for maternity and parenting leaves.	OTPP
Last day worked for the purpose of EI maternity/parenting benefits	Due Date or Date of Birth whichever is earlier.	Last day worked is defined by Service Canada as the last day physically in the workplace	
Record of Employment (ROE)	Electronically sent from the employer to Service Canada	EI claim will not be accepted with the ROE being filed by the employer	HR contact Malgorzata Sheppard <a href="mailto:sheppardm@hdsb.ca">sheppardm@hdsb.ca</a>
<b>EI maternity benefits</b> are offered to biological mothers, including surrogate mothers, who cannot work because they are pregnant or have recently given birth. (17 weeks)	To be eligible for <b>EI maternity benefits</b> , you must have accumulated at least 600 hours of insurable employment in your qualifying period	You can apply for EI maternity benefits before you give birth. In fact, you can start receiving benefits during the eighth week before your due date or before the actual week you give birth.  When the actual date of birth is different from the expected date of birth, you must let us know the child's actual date of birth as soon as possible by calling 1-800-206-7218 (TTY: 1-800-529-3742) or	The date you submit your application is very important, since it affects the number of weeks of maternity benefits you are entitled to receive. If you have difficulty determining which maternity benefit period works best for you, call us at 1-800-206-7218 (TTY: 1-800-  <a href="https://www.canada.ca/en/employment-social-development/programs/ei/ei-">https://www.canada.ca/en/employment-social-development/programs/ei/ei-</a>

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<p>by visiting a Service Canada Centre.</p> <p><a href="list/reports/maternity-parental.html#h2.2-h3.4">list/reports/maternity-parental.html#h2.2-h3.4</a></p>			
<p>El <b>parental benefits</b> are offered to parents who are caring for a newborn or newly adopted child or children (35 weeks)</p>	<p>Prior to seeking a maternity/parenting leave and you are counting on EI make sure you have sufficient ROE hours. Calculated at 8 hours per working day</p>	<p>To be eligible for <b>EI parental benefits</b>, each parent who applies for benefits must have accumulated at least 600 hours of insurable employment in his or her qualifying period.</p>	<p>If you have not worked full time for one semester a call to HR Gosia Sheppard and request your anticipated ROE hours given your due date.</p>
<p>SEB – Supplemental Employment Benefit 8 weeks @ 100% 2 week waiting period @ 100% of salary 6 weeks @ regular salary minus EI payments</p>	<p>SEB application kit should arrive just prior to or shortly after you have given birth. Remember it takes at least four weeks before you can complete the SEB</p>	<p>You need to prove that: Receiving benefits Fulfilled the 2 week waiting period The amount of the benefits being received end of week four</p>	<p>Malgorzata Sheppard (Gosia) <a href="mailto:sheppardm@hdsb.ca">sheppardm@hdsb.ca</a></p>
<p>Birth of Child</p>	<p>This really should be done as soon as possible. It is important to notify the school board if the new born has been hospitalized and potential release date</p>	<p>We are legally responsible to ensure our employer is aware of the birth date to ensure the correct date is used on the ROE sent to Service Canada. Also it is important should the new born be hospitalized and you are presently on sick leave. In this case maternity leave would not start until the infant is released from hospital.</p>	<p>Kristin Wilson HR</p>
<p>Invoice for personal benefits - LTD</p>	<p>The invoice will come prior to your leave with your option to continue your coverage.</p>	<p>Should you become disabled by the definition during your maternity/parenting leave your benefit start date would be your first day scheduled to return to work.</p>	<p>Harmanpreet Arora <a href="mailto:arorah@hdsb.ca">arorah@hdsb.ca</a></p>

<b><u>What</u></b>	<b><u>When</u></b>	<b><u>Why</u></b>	<b><u>Whom</u></b>
Return to Work (RTW)	Two to Three weeks prior to your designated return	To inform your employer that you are ready and willing to return to work.	Kristin Wilson
Five week extension for maternity/parenting leaves	Four to five weeks prior to your maternity/parenting leave ending.	You have to request the extension to a natural break in the school year which is defined by the Collective Agreement	Send request to Debbie DeBoer HR Cc Jim Young @ OSSTF