
MATERNITY LEAVE SUPPLEMENTAL EMPLOYMENT INSURANCE BENEFITS GENERAL INFORMATION

Application Information

- Provide a letter to Human Resources requesting maternity leave indicating the start and end date, along with a medical note from your doctor/midwife, stating the expected due date of your child.
- Please refer to your Collective Agreement, Article G2.1 Short-term Maternity Leave or Article G.2.2 Supplemental Unemployment Benefits on Maternity Leave, and, G.2.6 Extended Maternity, Parental and Adoption Leave.
- Teachers on a continuing contract or in a long-term TOC assignment are eligible to receive 95% of their current salary for the first two weeks of their leave and the difference between their EI amount and 95% of their salary for the remaining 15 weeks (total of 17 weeks) if these weeks fall within the school year (September – June). In order to qualify for this, a copy of your approval letter from HRDC must be provided to the Payroll Department at the Board Office.
- Your EI claim cannot start any later than the birth date of the child.
- All top-up calculations are made from your EI claim start date.
- Please note: If your child is born during the summer months (July or August) your top-up will commence, or re-commence, on September 1 for the number of weeks remaining on your EI maternity claim (not to exceed 17 weeks in total), e.g:
 - ♦ *If your child is born on July 1 and your maternity claim commences on July 1, there are 9 summer weeks (no top-up), where you would be eligible to receive the remaining 8 weeks of top-up of your EI payment starting on September 1.*
 - OR
 - ♦ *If your child is born on June 1 and your claim commences on June 1, you would receive 4 weeks of top-up, the top-up would be suspended over the 9 summer weeks and restart in September for the remaining 4 weeks.*
- Be prepared for up to a 4-6 week delay in receiving your first payment from the District as the top-up is based on the Approval Letter from EI and typically it takes 4-6 weeks for them to process.
- For questions relating to the sub-plan contact 250.475.4168 and for questions relating to maintaining your fringe benefits contact 250.475.4149.

Need further assistance?

Call:

- Human Resources – 250.475.4191
 - GVTA – 250.595.0181