

## APPLICATION INFORMATION

### MATERNITY LEAVE/SUPPLEMENTAL EMPLOYMENT BENEFITS (S.E.B.)

- Please visit [Service Canada](#) for information regarding Maternity and Parental/Adoption Employment Insurance (EI) Benefits.
- Ensure that you review your [GVTA Collective Agreement](#), specifically Article G.12 Maternity/Pregnancy Leave Supplemental Employment Benefits and Article G.21.1-10 Maternity, Parental Leave and S.E.B. Plan.
- **Apply** for your Maternity/Parental leave by accessing the [Leave Intentions App](#) on the District staff portal. You must enter your leave details for the Maternity Leave and Parental Leave portions separately, indicating the start and end dates of each leave. **Upload** your medical documentation from your doctor/midwife stating the expected due date of your child. Alternatively, you may email your documentation directly to the [HR Advisor \(Attendance Support and Employee Wellbeing\)](#). (Please note: Access to your confidential documentation is limited to Authorized HR Personnel only).
- Your Service Canada leave dates **must match** the dates that you enter in the Leave Intentions App. The Service Canada calendar week is from Sunday to Saturday; therefore, all Service Canada maternity leaves **must begin on a Sunday**. Whether you apply for a 12-month or 18-month maternity/parental leave with Service Canada, you must match and apply for the same duration with the district.
- Apply to [Service Canada](#) as soon as possible after you stop working. If you apply more than 4 weeks after your last day of work, you may lose benefits.
- A Staffing Notification confirmation is emailed to you when your leave request has been approved.
- Top-Up: Teachers on a continuing contract or in a long-term TOC assignment, who are in receipt of EI maternity benefits are eligible to receive 100% of their current salary for the first week of the leave and the difference between the EI amount and 100% of their current salary for a further 15 weeks, for those weeks that fall within the school year (September – June). **The top-up is not divisible and is payable only during the first 16 weeks of your leave.** No top-up payments are made during the summer months.
- Teachers not in receipt of EI maternity benefits, will receive 100% of their current salary for the first week of their leave per the Provincial Collective Agreement, Local Provisions, Article G.12.2.
- All top-up calculations are prepared based on your [Service Canada](#) claim start date. To qualify for this top-up, you must **forward a copy** of your Service Canada **claim approval form(s)** that confirms the start date and the approved benefit amount, to the [Payroll Department](#).

- Your maternity benefits El claim cannot start earlier than 12 weeks before your due date and no later than the later of either your child's birth or 17 weeks after your due date. Your requested maternity/parental dates may be adjusted to coincide with the dates of your approved claim with Service Canada.
- The Payroll Department will send an electronic **Record of Employment (ROE)** directly to Service Canada as soon as your last pay has been processed.
- Annual Teaching Certificate fees are deducted on your last pay in April of each year. However, if you are on a leave of absence and not receiving pay, it is **your responsibility to submit** your renewal fee directly to the **Teacher Regulation Branch (TRB)**. To maintain a valid Teaching Certificate, your annual fee must be received by the TRB no later than May 31<sup>st</sup>.
- If your child is born during the summer months (July or August), your top-up will commence, or re-commence, on September 1<sup>st</sup> for the number of weeks remaining on your EI maternity claim (not to exceed 15 weeks in total), e.g.:
  - ♦ *If your child is born in early July and your maternity claim commences on the next Sunday in July, there is no top-up for the remaining weeks of summer (eg. 8 or 9 weeks). As such, you may only be eligible to receive 6 or 7 weeks of top-up of your EI payment starting on September 1<sup>st</sup>.*
  - or*
  - ♦ *If your child is born on June 1<sup>st</sup> and your claim commences on June 1<sup>st</sup>, you would receive approximately 4 weeks of top-up for the month, then there are 9 summer weeks (no top-up). As a result, you would likely only receive 2 weeks of top-up in September.*

Given the above, it is important that you plan the timing of your claim submission accordingly. Note that you must contact Human Resources to have your maternity/parental leave start date adjusted to match the Service Canada claim dates.

- Be prepared for a delay in receiving your first payment from the District as the top-up is based on the EI Claim Form and on average it takes between 4-6 weeks for Service Canada to process the application.
- **Important Links:**

Teacher Support/S.E.B. Plan [Payroll](#)  
 Maintaining your fringe [Benefits](#)  
 Leave Support Assistance [Human Resource Services](#)  
 EI Claim Information [Service Canada](#)  
[GVTA](#) Office