

# Teachers' Maternity/Parental Leave Handbook



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**Congratulations!**

This guide is here to assist Teachers as you plan for the upcoming arrival of your child. Please review it carefully and if you have any follow up questions, please contact:

Payroll Administrator – Teachers  
Golden Hills School Divisions  
(403) 934-5121 ext. 2002

## Considerations prior to commencing Maternity/Parental Leave:

- You must be employed by GHSD for a minimum of 90 calendar days to be eligible for Maternity/Parental leave. This eligibility requirement is for both birth parents and non-birth parents or adoptive parents.
- Where possible, a Teacher should notify their Principal/Supervisor, and the Deputy Superintendent of Human Resources, of their intent to take a Maternity leave/Parental leave at least three (3) months in advance of its commencement. This notice period is for both birth parents and non-birth parents or adoptive parents.
- A medical certificate certifying pregnancy and expected date of delivery shall accompany the Teachers' notification. To fulfill this requirement in an efficient manner, a "Confirmation of Pregnancy Form" is included Appendix A and can be completed and returned to your Principal/Supervisor. This notice is only required for a birth parent.
- The Maternity portion of the leave is up to 16 weeks in length and must be taken by the birth parent.
- The Parental portion of the leave is up to 62 weeks in length and must be completed within 78 weeks of the date of birth or the date of placement in the case of an adopted child. The Parental leave can be taken by either parent or shared between the two parents.
- Where both parents work for GHSD, only one of the parents can be off on leave at any time.
- A pregnant Teacher, who is too ill to work, can access their sick time for up to 90 calendar days prior to the birth of their child, provided that they provide appropriate medical documentation to GHSD indicating that they are unable to work due to illness.
- A Teacher on sick leave will be considered on sick leave, up to the day prior to the birth of their child. Their status changes to Maternity Leave on the date that their child is born.
- If the illness lasts longer than 90 calendar days, the pregnant Teacher can apply for Extended Disability Benefit (EDB) through ASEBP. This benefit will be provided contingent on the Teacher's provision of medical documentation that is acceptable to ASEBP.

## Income replacement while on Maternity/Parental Leave:

### Eligibility:

- It is important to note that Employment Insurance earnings come from the Government of Canada, through Service Canada, and are separate and apart from GHSD. A Teacher must contact Service Canada directly to start their Employment Insurance claim if they wish to receive EI while on leave.
- A Teacher needs to have worked 600 insurable hours, since their last Employment Insurance (EI) claim, and have had their weekly earnings reduced by more than 40%, in order to qualify for Employment Insurance benefits.
- In order to notify Service Canada of a Teacher's hours and earnings and verify that the Teacher is on Maternity/Parental leave, GHSD Payroll will electronically upload a Record of Employment (ROE) directly to Service Canada. Teachers no longer have to submit a paper form of an ROE. This ROE will be sent after the final day of work or, after the final day of sick leave paid, if the Teacher is on sick leave. ROEs will be completed for both birth parents and non-birth or adoptive parents that plan on taking Parental Leave.
- Regardless of which options a Teacher chooses, there is a one week waiting period where the Teacher will receive no EI benefits. A parent does not have to serve an additional waiting period as they transition from maternity leave to parental leave. If you are sharing Parental Leave benefits from EI, only one parent will serve the waiting period.
- It is important to note that the time period that a Teacher and/or other Parent are on leave **MAY BE DIFFERENT** than the time period a Teacher and/or other Parent receives Employment Insurance benefits.

### Maternity Leave Income:

- The Government of Canada defines a Maternity Leave as being eligible for EI benefits for up to 15 weeks in length. This EI benefit is only available to the birth parent and is not transferrable.
- EI benefits for your Maternity leave are currently (as of January 2024) 55% of your average weekly earnings, up to a maximum of \$668.00 per week.

### Parental Leave Income:

- The Government of Canada defines a Standard Parental Leave as being eligible for EI benefits for up to 40 weeks in length, but one parent cannot receive more than 35 weeks of benefits (the other parent must take at least 5 weeks in order to be eligible for the full 40 weeks).
- The Government of Canada defines an Extended Parental Leave as being eligible for benefits for up to 69 weeks in length, but one parent cannot receive more than 61 weeks of benefits (the other parent must take at least 8 weeks in order to be eligible for the full 69 weeks).
- EI benefits for your Parental leave are currently (as of January 2024) 55% of your average weekly earnings, up to a maximum of \$668.00 per week, if the Teacher chooses to choose a Standard Parental leave, *OR* 33% of your average weekly earnings, up to a maximum of \$401.00 per week if the Teacher chooses an Extended Parental leave.

- A Teacher must choose the length of the Parental portion of their leave when they initially apply for EI, and both the birth parent and other parent are bound by this decision for the remainder of this leave, with regards to EI benefits. Once you start receiving parental benefits, ***neither you nor your partner may change options***. Therefore, it is important that both birth parents and non-birth or adoptive parents plan the length of their leave prior to applying for EI.

### **Supplementary Unemployment Benefits (SUB):**

- GHSD offers Supplementary Unemployment Benefits (SUB) for Teachers on the health-related portion of the Maternity leave. (This SUB is sometimes referred to as a “top-up”.) This program requires the following:
  - The SUB pays the Teacher the difference between their daily rate (1/200<sup>th</sup> of the Teacher’s annual salary as of the last day of work) and the daily EI rate (1/5<sup>th</sup> the weekly EI benefit).
  - The Teacher’s eligibility for SUB shall commence on the child’s date of birth and will continue during the health-related portion of the maternity leave for a minimum of six (6) weeks.
  - Continuation of the SUB beyond the six weeks following the birth of your child shall require satisfactory medical evidence of disability and may be paid up to a maximum of 90 calendar days, inclusive of the initial six weeks.
  - Beyond the initial six weeks, the SUB is only paid during the period that the Teacher would have been eligible for sick leave benefits. If you have used sick leave prior to the birth of your child, your SUB will be reduced by the amount of sick leave used. The SUB is also only payable for working days in the school year.
  - Because the SUB is based on the health needs of the birth parent, only birth parents are eligible for this benefit. Non-birth parents and adoptive parents are not eligible for the SUB.
  - In order to receive your SUB, you must forward the following to Payroll:
    - A copy of your weekly EI earnings; your weekly EI earnings will be used to calculate the amount of your SUB. This documentation can be a screenshot, letter or cheque stub from Service Canada.
    - A medical certificate from your Doctor, or written statement from a Midwife registered with the College of Midwives of Alberta shall be provided, to confirm you are eligible for the health-related Maternity benefits, beyond the initial six weeks. To fulfill this requirement in an efficient manner, a “Confirmation of SUB Eligibility beyond Six Weeks Form” is included Appendix B and can be completed and returned to Payroll.
    - After these two documents have been provided, the SUB will then be paid on the next regular Teachers’ pay date, less applicable deductions.
    - The onus is on the Teacher to provide this documentation, and SUB will not be paid without it.

## **ASEBP Benefits while on Maternity/Parental Leave:**

- GHSD pays 100% of the ASEBP benefits premiums for the Maternity portion of the leave (16 weeks), and 100% of the ASEBP benefits premiums for the first 36 weeks of the Parental portion of the leave.
- GHSD pays for the Teacher's Health Spending Account for the Maternity portion of the leave (16 weeks). The Health Spending Account remains active, but is not contributed to by GHSD, for the first 36 weeks of the Parental leave.
- If the Teacher has a teaching contract that ends prior to the 52 weeks (16 weeks of Maternity leave and the first 36 weeks of the Parental leave), GHSD will pay for 100% of the ASEBP premiums until the end date on the teaching contract, or until August 31 for teaching contracts ending June 30.
- If the Teacher is not intending to return at the end of 52 weeks, ASEBP will send a benefits choice package to the Teacher's residence. The Teacher then has the option to keep their entire benefits package for the remaining portion of the leave, or if they choose to keep some of the benefits, or none of the benefits. The Teacher must then respond to ASEBP, in writing, with their choice.
- If the Teacher opts out, coverage ceases after 52 weeks (16 weeks of Maternity leave and the first 36 weeks of the Parental leave) and resumes upon the Teacher's return to work.
- If you choose to drop benefits coverage after the start of the Parental leave, but prior to returning to work, you will be considered a Late Applicant, and be required to complete the Late Applicant form. Depending on which benefits were dropped, you may have to complete a medical form when you return to work to reinstate your benefits.
- If the Teacher chooses to keep some or all their benefits after 52 weeks, the Teacher can (a) choose to pay the premiums directly to ASEBP or (b) have GHSD pay their premiums and then reimburse GHSD over the first 12 pay periods after they return.
- If the Teacher chooses to have GHSD pay their premiums while they are on leave longer than 52 weeks, they must indicate whether or not they wish to have GHSD pay their benefits premiums while they are leave, in writing, prior to the commencement of that portion of their leave.
- If the Teacher chooses to have GHSD pay their premiums while they are on leave, and they do not return to work, an invoice will be issued to the Teacher in the amount of the premiums owing.
- To add your new baby to your ASEBP benefits, you must submit a completed ASEBP Change form to Payroll within 31 of the birth of your child. This form can be found at: <https://www.ASEBP.ca/sites/default/files/forms/ASEBP036B.pdf>. *Failure to return this form within 31 days will result in your baby being considered a Late Applicant, and your child will not be eligible for coverage until the first day of the month following the month in which Payroll receives the ASEBP change form.*
- If you wish to update your ASEBP life insurance beneficiary(ies) at the same time, you must submit a completed ASEBP Appointment of Beneficiary(ies) form to Payroll. Please note that this step is optional and must be initiated by the Teacher. This form can be found at: <https://www.asebp.ca/sites/default/files/forms/ASEBP105.pdf>

- If you wish to update your Alberta Teachers' Retirement Fund (ATRF) beneficiary(ies) at the same time, you must submit a completed ATRF Beneficiary Designation form to ATRF directly. Please note that this step is also optional and must be initiated by the Teacher. This form can be found at: [https://www.atrf.com/app/uploads/ATRF\\_Form\\_Designating\\_a\\_Beneficiary.pdf](https://www.atrf.com/app/uploads/ATRF_Form_Designating_a_Beneficiary.pdf)

## Returning to work from Maternity/Parental Leave:

- A Teacher must give GHSD four (4) weeks' written notice to their Principal/Supervisor that they intend to resume working for GHSD. This notice period is for both birth parents and non-birth parents or adoptive parents.
- A Teacher may also take an Extended Child Care Leave of up to one additional school year, after the initial Maternity and Parental leave. In order to access this additional unpaid leave, the Teacher must put this request in writing at least three (3) months prior to the commencement of this leave. This Extended Child Care Leave is available for both birth parents and non-birth parents or adoptive parents.
- If a Teacher decides to keep their ASEBP benefits while on an Extended Child Care Leave, they must either (a) pay ASEBP directly for the benefits premiums during this leave or (b) indicate in writing that they wish GHSD to pay the premiums and reimburse GHSD for the premiums paid upon their return to work.
- If the Teacher opted to have GHSD pay their ASEBP premiums while on any portion of their leave, they will have 1/18<sup>th</sup> of the total premiums accrued deducted from each of their next pays, for up to a maximum of 18 pay periods.
- If the Teacher chooses to have GHSD pay the premiums and reimburse GHSD upon their return, they must complete the "ASEBP Benefits Reimbursement Agreement" found in Appendix C and return it to Payroll prior to the start of their Extended Leave.
- If a Teacher returns to work part way through a school year, it will reduce the amount of summer pay a teacher receives in the school year of their return. If a Teachers does not work all the teaching days in the school year, their summer pay will be prorated based on the portion of the year that they did work.



## Appendix A: Confirmation of Pregnancy Form

As per Article 11.1.3 of the Alberta Teachers' Association's Collective Agreement a medical certificate or statement from a registered midwife is required when the teacher gives notice of their intention to take maternity leave.

### This portion to be completed by the Teacher:

Name:

\_\_\_\_\_

School:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email:

\_\_\_\_\_

### This portion to be completed by your Physician or Registered Midwife:

Doctor or Midwife's Name:

\_\_\_\_\_

Contact Number:

\_\_\_\_\_

I certify that the above named Teacher is pregnant, and her estimated date of delivery is:

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Doctor or Midwife's Signature:

\_\_\_\_\_

## Appendix B: Confirmation of SUB Eligibility beyond Six Weeks Form

As per Article 11.3.3 of the Alberta Teachers' Association's Collective Agreement a medical certificate or statement from a registered midwife is required to pay top-up Supplementary Unemployment Benefits (SUB).

### This portion to be completed by the Teacher:

Name:

\_\_\_\_\_

School:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Email:

\_\_\_\_\_

### This portion to be completed by your Physician or Registered Midwife:

Golden Hills School Division supports Teachers in taking time off after the birth of their child. In order to administer the benefits plan, we need to know if the above-named Teacher will continue to be disabled from their regular teaching duties beyond the standard six-week disability period associated with a normal birth.

Doctor or Midwife's Name:

\_\_\_\_\_

Contact Number:

\_\_\_\_\_

Please indicate the expected date your patient would no longer be considered disabled due to the birth of their child:

\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Doctor or Midwife's Signature:

\_\_\_\_\_

## Appendix C: ASEBP Benefits Reimbursement Agreement:

As per Article 11.4.3 of the Alberta Teachers' Association's Collective Agreement, GHSD will pay the GHSD portion of the benefits costs for a Teacher on Parental leave, up to eighteen (18) months, provided the Teachers repays the GHSD portion of the premiums.

As per Article 11.4.4, the benefits premiums paid by GHSD will be repaid in a mutually agreeable manner, over a period of no more than 18 months following the Teacher's return to work.

As per Article 11.4.5, if a Teacher fails to return to their teaching duties, the Teachers is responsible for repaying GHSD for the GHSD paid benefits premiums.

To access this benefit, I \_\_\_\_\_ agree to the following:  
(print name)

- GHSD will continue to pay the Teacher's ASEBP benefits premiums for the following periods:  
Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- The monthly premium that GHSD will pay on the Teacher's behalf is approx. \$\_\_\_\_\_. The Teacher understands and agrees that this amount may change in September, as ASEBP adjusts the premiums every year in September.
- I agree to the repayment of the benefits premiums paid by GHSD in the form of a monthly payroll deduction, evenly distributed amount for \_\_\_\_\_ (maximum 18) pay periods upon my return to work. Reimbursement deductions will commence during the first full month that the Teacher is back at work.
- If I do not return to work, or have my employment terminated for any reason prior to the full repayment of the premiums, I agree to reimburse GHSD the remainder of the outstanding benefits premiums.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Teacher's Name: \_\_\_\_\_

Witness' Name: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Witness' Signature: \_\_\_\_\_

Please return this completed form to Golden Hills School Division Payroll Department.

## Appendix D: Maternity/Parental Leave Resources:

Below is a summary of the best resources for you at this time:

Alberta School Employees Benefit Plan (ASEBP):

<https://www.ASEBP.ca/using-my-plan/guiding-you-through-life-events>

ASEBP Change form:

<https://www.ASEBP.ca/sites/default/files/forms/ASEBP036B.pdf>.

ASEBP Appointment of Beneficiary(ies) form:

<https://www.asebp.ca/sites/default/files/forms/ASEBP105.pdf>

ATRF Beneficiary Designation form:

[https://www.atrf.com/app/uploads/ATRF\\_Form\\_Designating\\_a\\_Beneficiary.pdf](https://www.atrf.com/app/uploads/ATRF_Form_Designating_a_Beneficiary.pdf)

ASEBP's EFAP (Employee & Family Assistance Program):

<https://wellness.asebp.ca/efap/>

Government of Alberta – Maternity and Parental Leave Information Page:

<https://www.alberta.ca/Maternity-Parental-leave.aspx#toc-0>

Government of Canada – Employment Insurance Maternity and Parental Benefits:

<https://www.canada.ca/en/services/benefits/ei/ei-Maternity-Parental.html>

ATA Collective Agreement – Article 11 – Maternity and Parental Leave

<https://www.ghsd75.ca/download/350763>

## Appendix E: Maternity/Parental Leave Teacher Check List:

Action Needed:	Completed:
Letter sent to Principal/Supervisor informing them of your desire to take Maternity/Parental leave. A completed "Confirmation of Pregnancy Form" accompanies this letter.	
Reviewed all the resources listed in the resource section of this guide. Contacted the appropriate person if you have any questions.	
Service Canada contacted to initiate an Employment Insurance claim (this step is optional, but EI funds will not be received without it).	
Payroll informed of actual birth date of the baby, so that employment status is updated, and year end payout can be calculated and paid out.	
ASEBP Change form completed and returned to Payroll within 31 days of the birth of baby.	
Optional - ASEBP Appointment of Beneficiary(ies) form completed and returned to Payroll.	
Optional - ATRF Beneficiary Designation form completed and returned to ATRF.	
Copy of weekly EI earnings, and a completed "Confirmation of SUB Eligibility beyond Six Weeks Form" (if the Teacher is requesting more than six weeks' SUB) sent to Payroll.	
Notice of request for extended Parental leave sent to your Principal/Supervisor and GHSD (This step is only required if you wish to take the additional time off, beyond what was specified in your initial Maternity/Parental leave request letter).	
Payroll given completed ASEBP Benefits Reimbursement Agreement if the Teacher wishes GHSD to pay for benefits while Teacher is on extended Parental leave. (Only required if you wish to take more than 52 weeks' leave).	
ASEBP benefits choice package completed and returned to ASEBP directly prior to week 36 of Parental leave. (Only required if you wish to take more than 52 weeks' leave).	
Notice of intent to return to work is sent to your Principal/Supervisor at least four (4) weeks prior to your intended date of return.	