



Maternity and Parental Leaves and Benefits

The following information is provided to help you to access your maternity and parental leave under Saskatchewan labour law, your benefits under federal employment insurance law and your supplemental benefits under the Provincial Collective Bargaining Agreement. It is important to note that the eligibility and processes to apply for each of these benefits is separate and distinct from the other and that federal and provincial legislation is not necessarily aligned.

Effective December 3, 2017, changes to federal employment insurance (EI) benefits give eligible parents the option to choose either standard parental benefits over 12 months, or lower parental benefits extended over 18 months. In addition, eligible pregnant employees are able to receive EI maternity benefits up to 12 weeks before their due date. However, **teachers will not automatically have the option to take advantage of this added flexibility unless corresponding changes are made to provincial labour laws.**

If you have questions about these rights, entitlements and benefits or need further assistance, please contact the Saskatchewan Teachers' Federation.

Are You Eligible for Maternity and Parental Leave?

The Saskatchewan Employment Act **Maternity and Parental Leave**

- You must be employed under contract for at least 13 weeks before your leave is to begin.
- If you have fewer than 13 weeks of employment, leave is at the discretion of the employer.
- A mother is entitled to 18 weeks of maternity leave plus 34 weeks of parental leave (total 52 weeks).
- A parent is entitled to 37 weeks of parental leave.
- All maternity and parental leaves must be completed within one year of the child's birth.

Reference: *The Saskatchewan Employment Act*, Subdivision 10, General Rules re Employment Leave, and Subdivision 11, Employment Leave

Employment Insurance Act **Maternity and Parental Benefits**

- Employment insurance provides maternity and parental benefits to individuals who are pregnant, have recently given birth, are adopting a child or are caring for a newborn.
- EI maternity benefits are offered to biological mothers, including surrogate mothers, who cannot work because they are pregnant or have recently given birth. A maximum of 15 weeks of EI maternity benefits is available. The 15 weeks can start as early as 12 weeks before the expected date of birth and can end as late as 17 weeks after the actual date of birth.
- EI parental benefits are offered to biological, adoptive or legally recognized parents who are caring for a newborn or newly adopted child. When applying for benefits, eligible parents can choose one of the following options:
 - 1) Standard Parental Benefit – A maximum of 35 weeks of EI parental benefits over a period of up to 12 months. The two parents can share these 35 weeks of benefits.
 - 2) Extended Parental Benefit – A maximum of 61 weeks of reduced EI parental benefits over a period of up to 18 months. The two parents can share these 61 weeks of benefits.

Please note that teachers do not automatically have the option to choose extended parental benefits. Unless provincial labour laws are changed to ensure job protection while accessing extended parental leave, teachers are not guaranteed to receive the extra time off.

- Benefit payments must be made within 52 weeks of the week your child was born or the week your child was placed with you for adoption.
- A one-week waiting period is required. If the one-week waiting period is served by the birth mother, it does not need to be served again to access the parental benefit.
- EI requires you to have worked a minimum of 600 insured hours in the 52 weeks preceding your claim or since your last claim for EI benefits. Your weekly insurable hours = $600 \text{ hours} \div 47.5 \text{ (per week, pro-rated based on contract time or substitute teaching)} = 64 \text{ teaching days or } 12.63 \text{ weeks (for a full-time contract)}$.

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- To determine whether or not you are eligible for the EI benefit, contact Service Canada. There are certain exceptions to the “previous 52 weeks” eligibility requirement. Prior to application for EI maternity benefits.

Reference: www.servicecanada.gc.ca
or local Service Canada office

How to Apply for EI Benefits

	When
<ul style="list-style-type: none">• Contact Service Canada for application information. Reference: www.servicecanada.gc.ca or local Service Canada office	Prior to the birth of your child.
<ul style="list-style-type: none">• Apply for EI benefits. Note: Maternity and parental benefits are available during non-teaching periods.	Upon commencement of maternity leave and no more than four weeks after the birth of your baby.
<ul style="list-style-type: none">• Obtain and submit your Record of Employment from your employer. Reference: School Division Human Resources	Within two weeks of your application for EI benefits.

In the event of an interruption in your pregnancy, maternity or parental leave, please contact the Federation.

Are You Eligible for SEB Plan Benefits?

Supplemental Employment Benefits Plan

- The supplemental employment benefits available to teachers are negotiated within the Provincial Collective Bargaining Agreement by the Saskatchewan Teachers' Federation and the Government-Trustee Bargaining Committee.
- The purpose of the SEB Plan is to recognize that there will be a health-related period of every maternity leave during which a woman will be medically unfit for duty as a teacher due to pregnancy, delivery or post delivery and should not need to access her sick leave.
- Supplemental employment benefits are provided for this health-related period by a SEB Plan designed by boards of education in accordance with the requirements of federal employment insurance legislation and regulations including that:
 - (a) When SEB Plan payments are added to the employee's EI weekly benefits, the payments do not exceed her normal weekly wage earnings or 100 percent of gross salary; and
 - (b) The payment may not be used to reduce other accumulated employment benefits such as banked sick leave, vacation leave credits or severance pay.
- The SEB Plan tops up EI benefits for eligible birth mothers to 95 percent of salary for teaching days lost during the eligible period.
- SEB Plan benefits are designed to provide up to 17 weeks of top-up salary for the days when teachers would receive salary during the 197 days of the school year.
- Supplemental employment benefits shall commence on the estimated date of birth or the date of delivery, whichever is earlier.
- A teacher is eligible for SEB Plan benefits if she is:
 - (a) Medically unfit for duty as a teacher for health-related reasons due to pregnancy, delivery or post delivery;
 - (b) In receipt of EI benefits when serving the one-week waiting period or in the period between the estimated date of birth or date of delivery, whichever is earlier, and the conclusion of the one-week waiting period; and
 - (c) On maternity leave.

Reference: *2013-2017 Provincial Collective Bargaining Agreement*, Article 8
(Supplemental Employment Benefits Plan)

How to Notify Your Employer and Apply for SEB Plan Benefits

	When
<ul style="list-style-type: none"> Obtain a written statement from your physician verifying your pregnancy and the estimated date of birth of your child. 	Prior to submitting your notice of leave to your employer.
<ul style="list-style-type: none"> Write a letter notifying your employer of the date you anticipate commencing your maternity leave and include an expected return date. Note: It is recommended that your maternity leave commence on your expected due date. Fill out Form 8-I: Application – Supplemental Employment Benefits. Enclose the physician’s statement and Form 8-I with your letter notifying your employer. <p style="text-align: center;"><i>Reference: 2013-2017 Provincial Collective Bargaining Agreement, Appendix A, Form 8-I: Application – Supplemental Employment Benefits Sample Notice of Maternity Leave letter The Saskatchewan Employment Act</i></p>	At least four weeks prior to the commencement of your leave.
<ul style="list-style-type: none"> Verify receipt of documentation with your employer. 	Approximately two weeks prior to expected delivery.
<ul style="list-style-type: none"> Fill in teacher portion of Form 8-II: Practitioner’s Report – Confirmation of Date of Delivery. Take form to hospital and have your attending practitioner fill in the attending practitioner’s statement confirming actual date of delivery of your child. Send Form 8-II to your employer – this form will initiate calculation and payment of your top-up benefit. Submit to your employer a copy of your confirmation of EI benefit documentation. <p style="text-align: center;"><i>Reference: 2013-2017 Provincial Collective Bargaining Agreement, Appendix B, Form 8-II: Practitioner’s Report – Confirmation of Date of Delivery</i></p>	Immediately following the birth of your child and no later than 120 days following the birth of your child.
<ul style="list-style-type: none"> Write a letter notifying your employer of your return date. 	At least four weeks prior to your return date.

Sample Notice of Maternity Leave

Date

Superintendent of Human Resources
School Division
Address
City Province Postal Code

Dear _____:

Pursuant to *The Saskatchewan Employment Act*, I am applying for maternity leave to commence on the date of birth of my child. The anticipated date of birth is _____.

While it is my intention to continue the leave for the 18 weeks of maternity leave, should unforeseen circumstances arise, I will return to work upon giving four weeks' written notice.

Upon completion of maternity leave, it is my intention to proceed with parenting leave. I anticipate returning to teach on _____. Should unforeseen circumstances arise, I will return to work upon giving four weeks' written notice.

Enclosed is a statement from my doctor specifying the anticipated date of birth of my child.

I am aware of the SEB Plan in the Provincial Collective Bargaining Agreement. My application (Form 8-I) is enclosed.

Thank you for your assistance and co-operation in this matter.

Sincerely,

Sample Notice of Return to Work

Date

Superintendent of Human Resources
School Division
Address
City Province Postal Code

Dear _____:

Pursuant to *The Saskatchewan Employment Act*, I am hereby giving notice of my return to work on _____.

I look forward to hearing from you at your earliest convenience to confirm necessary arrangements for my return to teaching.

Thank you for your assistance and co-operation in this matter.

I can be reached at (home phone, cellphone, email).

Sincerely,

Ensure Continuation of Your Benefits

When

Group Health and Dental Benefits

- Complete an STF Change of Information form adding your baby as a dependant and indicating your period of leave. Return this form to the Federation along with the letter from your school board approving your leave. Each time there is a change in your personal circumstances (e.g., leave, birth of child, return to work).
- Complete a Teachers' Dental Plan Change of Information form including the same information indicated above. Return this form to the Saskatchewan Teachers' Superannuation Commission.

Reference: www.stf.sk.ca/pension-benefits/life-events/maternity-parental-leave

Teachers' Group Life Insurance

- If you are actively teaching at the start of the school year and go on leave before June 30, the balance of the remaining premiums for that year will be deducted from your last paycheque.
- If you are on leave when school opens, you must apply and pay the premiums by September 30 to continue your group life insurance for that academic year. Contact the Saskatchewan Teachers' Superannuation Commission for the premium amount. By September 30 of each academic year of your leave.

- Complete Group Life Insurance Beneficiary Update form. After your child is born.

Reference: Saskatchewan Teachers' Superannuation Commission
Room 129 3085 Albert Street
Regina SK S4S 0B1
mail@stsc.gov.sk.ca
1-877-364-8202
www.stsc.gov.sk.ca

- Confirm with your employer that group life insurance premiums are not deducted twice. When you return to teaching duties.
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Saskatchewan Teachers' Retirement Plan

- While you are accessing SEB Plan benefits, you will be making contributions to your pension and accruing service. You may want to update your Beneficiary Designation form. During maternity leave, when your child is born.

Reference: www.stf.sk.ca/pension-benefits/pension-plan

- You may purchase the balance of the parenting leave for pension purposes. No interest is charged if purchased within one year of the end of your leave. Leave periods ending in July or August will be deemed to have ended on June 30. Within one year of the end of your leave.

Reference: Saskatchewan Teachers' Retirement Plan
www.stf.sk.ca/pension-benefits/life-events/maternity-parental-leave

Salary Increments

- The period of time in which you are in receipt of SEB is recognized as teaching service for salary increment purposes. Confirm your increment date is recalculated by contacting your human resources department. When you return to teaching duties.

Reference: *2013-2017 Provincial Collective Bargaining Agreement*, Article 3 (Recognition of Experience) and Article 8 (Supplemental Employment Benefits Plan)

Accumulated Sick Leave

- Accumulated credits in a teacher's ASL record are not forfeited during periods of board approved leave. Additional sick leave days accumulate during the period of the leave during which you are in receipt of SEB Plan benefits.
- Confirm with payroll that your record of ASL is accurate.
- **Important:** Teachers who experience medical complications during pregnancy or while on maternity or parental leave are advised to contact the Federation.

Consider

STF Portaplan (Voluntary Life Insurance Plan)

- If you are presently participating in Portaplan, you would continue paying premiums during your leave. If you already have Portaplan Dependant Life Insurance, you may want to add your baby as a beneficiary. If you do not yet have Dependant Life Insurance, you may wish to purchase it as an addition to your Portaplan policy.

Reference: www.stf.sk.ca/pension-benefits/life-insurance/voluntary-life-insurance
1-800-667-7762 or 306-373-1660



Saskatoon – Head Office

2317 Arlington Avenue, Saskatoon SK S7J 2H8
T: 1-800-667-7762 or 306-373-1660; F: 306-374-1122
stf@stf.sk.ca

Regina – Appointments Only

Suite 375-3303 Hillside Street, Regina SK S4S 6W9

This summary contains general information only. In the event of a discrepancy in interpretation, the applicable legislation or collective bargaining agreement is the final authority. For further information contact the Federation or visit the STF website at www.stf.sk.ca.