

Maternity / Parental Leave

Maternity and parental leave is available to continuing and temporary contract teachers employed by the Burnaby School District. While this brochure attempts to answer frequently-asked questions and outline the processes related to maternity and parental leave, teachers should also refer to the Collective Agreement (sections G.26 and G.27).

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When and how do I apply?

Advise your principal and the Human Resources Department, in writing and as early as possible, stating the intended start and return date of maternity and parental leave (to a maximum of 20 months).

Contact your local Human Resources Services Development Canada office to obtain the benefits information and application form, or log on to www.hrsdc.gc.ca.

The Payroll Department will automatically submit your record of employment to HRSDC. You will also be sent a copy, along with your Supplementary Unemployment Benefit Plan (S.U.B.) application form.

If the birth of your baby occurs prior to the intended maternity leave start date, please inform Human Resources immediately (maternity leave must begin no later than the date of birth).

What happens to my benefits?

Payroll Services will contact you regarding the payment required to maintain your benefits, and will provide you with the necessary forms to enroll your child in those benefits.

Note: Teachers on leave are responsible for paying the B.C. College of Teachers annual fee directly to the college.

How do I extend my leave?

Teachers can request in writing an extension of maternity leave into unpaid parental leave to a maximum of 20 months.

Will I be granted my increment?

You are entitled to any increases in wages and benefits determined as if the 52-week maternity/parental leave had not been taken (Employment Standards Act Section 56.3). The maternity leave is not considered a break in service.

What about my pension?

There are provisions for buying back your pension. Please contact either the British Columbia Teachers' Federation or Superannuation at www.pensionsbc.ca for details.

What district benefits apply to temporary contract teachers?

Most benefits are available to temporary contract teachers, but since the circumstances may vary for each teacher depending on the length of the contract, please contact Human Resources directly.

What is my pay while on leave?

You will be paid by both the Employment Insurance and Burnaby School District's S.U.B. as follows:

EMPLOYMENT INSURANCE	S.U.B. PLAN*
Two week waiting period – no payment	70% of 1/52 of annual salary (paid to you after confirmation of E.I. payment)
15 weeks of maternity benefit	80% of 1/52 of annual salary (total of E.I. and S.U.B. plan)
35 weeks of parental benefit	E.I. benefit only (no S.U.B. plan top-up)
Parental leave beyond 52 weeks. No pay, E.I. or S.U.B. plan top-up.	

**You must be eligible for maternity Employment Insurance benefits to receive S.U.B. plan payments. While Employment Insurance benefits are received in the summer, S.U.B. plan payments are not. S.U.B. plan payments resume in September, retroactive to July 1 (for those who are eligible), to cover the maximum of 15 weeks of benefit for those not returning to work.*

Note: Teachers cannot be paid more than 100% of their annual salary.

** S.U.B. Plan benefits are paid only to the birth mother and are not applicable to adoption leaves. If you are an adoptive parent, please contact the Director, Human Resources or the BTA office.*

Note: If you have taken any sick leave days directly prior to your maternity leave, EI can choose to waive your waiting period. You would then not receive the District paid top up for that two week period. You will need to contact the EI office directly to request that they not waive your waiting period.

Note: If your child remains in hospital after you are released, you may be eligible for an extension of Employment Insurance maternity benefits.

Note: Should you suffer the loss of the fetus prior to birth, you may be eligible for Employment Insurance maternity benefits and S.U.B. Plan payments.

What will my position be when I return?

POSITION		RETURNING WITHIN 52 CONSECUTIVE WEEKS*		RETURNING BEYOND 52 CONSECUTIVE WEEKS
CURRENT	RETURNING	OF SAME SCHOOL YEAR	OF TWO SCHOOL YEARS	OF TWO SCHOOL YEARS
Full-time	Full-time	Return to existing position	Return to existing position	Must apply to positions*
Full-time	Part-time	Apply to posted positions (includes job sharing)		
Part-time Non-enrolling	Part-time Non-enrolling	Return to existing position	Return to existing position if available	Must apply to positions*
	Part-time Enrolling Job Share	Must apply to job share or to positions		
Part-time Enrolling Job Share	Part-time Enrolling Job Share	Return to existing position	Must apply to job share or to position	Must apply to job share or apply to positions*
	Part-time Non-enrolling	Apply to posted positions		

*If the 52 week period expires after Spring Break, you may delay return (as unpaid leave) to the first day of the next school year and still return to your existing position.

*If the 52 week period expires close (within 1 month) to a natural break, ie. Christmas or Spring Break, you may delay return (as unpaid leave) to the first day following the break and still return to your existing position.

For more information contact:

**Burnaby School District
Human Resources
604-296-6900 Extension 661074 (elem)
604-296-6900 Extension 661075 (sec)**

**Burnaby Teachers' Association
604-294-8141**

This is a joint Burnaby School District/
Burnaby Teachers' Association publication.

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what you need to know

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**A joint publication of Burnaby
School District and
Burnaby Teachers' Association**

