

# GROUP BENEFIT PLAN

Rocky View Schools  
Benefit Plan



## Maternity and Parental Leave

What you need to know  
– Answers to your questions

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This brochure is designed to help you understand your coverage for maternity and parental leaves. If you need more information on your benefits, review your benefit booklet; contact the Rocky View Schools Payroll and Benefits Department.

## Who is entitled to Maternity Leave benefits?

Anyone pregnant, who has been employed by the Board for 90 days, is entitled to maternity leave without pay.

## What are you entitled to under the Maternity Leave benefit?

During the maternity leave, your benefit coverage will continue on the same cost sharing basis as before the leave. If you are part time and responsible for a portion of the monthly benefit premium, you will receive a letter from the benefits department outlining your portion of the monthly benefit premium and a Pre-Authorized debit form to allow monthly payment withdrawals from the bank account you provide. You must respond to this letter to advise in writing of your intention regarding continuation and/or termination of benefits and to avoid any interruptions to benefit coverage. If there is no response, benefits are terminated effective the start of the maternity leave.

You are entitled to a maternity leave of:

- i) a period not exceeding 16 weeks commencing at any time during the period of 13 weeks immediately preceding the estimated date of delivery, and not later than the date of delivery; and
- ii) if the actual date of delivery is after the estimated date of delivery, an additional period of time consisting of the time between the estimated date of delivery and the actual date of delivery.

The maternity leave shall include a period of at least 6 weeks immediately following the actual date of delivery.

## What is required in terms of Notice of Maternity Leave?

You shall provide the Human Resources Department at least 6 weeks' notice in writing of the day in which you intend to commence maternity leave. Also, if requested by Human Resources, you shall provide a medical certificate certifying that you are pregnant and that gives the estimated date of delivery.

## What happens if you do not give notice?

If you fail to give notice as described but are otherwise entitled to maternity leave for the period specified, the following is done:

Within 2 weeks after you cease to work, you shall provide Human Resources with a medical certificate which:

- i) indicates that you are unable to work by reason of a medical condition arising from your pregnancy; and
- ii) gives the estimated date of delivery or the actual date of delivery

## Can Maternity Leave be shortened?

Yes, you, with the agreement of Human Resources, may shorten the duration of the 6 week period following the actual date of delivery by providing Human Resources with a medical certificate indicating that resumption of work will not endanger your health.

## What type of benefit is provided for you for the post-delivery period?

The Board provides a Supplementary Unemployment Benefit (SUB) plan. This plan will provide you with 100% of your normal weekly earnings during the 8 weeks following the date of delivery.

The SUB plan will be paid for 8 weeks following the date of delivery, provided you qualify for Employment Insurance benefits. **You must provide Payroll with a copy of your first EI Statement in order to be paid under the SUB plan.**

After 90 consecutive calendar days of disability, if you continue to be disabled you may apply for long-term disability benefits and the SUB plan payments shall cease.

## Under what circumstances is Parental Leave granted?

- i) in the case that you are entitled to maternity leave, a period of not more than 62 consecutive weeks immediately following the last day of your maternity leave;
- ii) in the case of a parent who has been employed by the employer for at least 90 days, a period of not more than 62 consecutive weeks within 78 weeks after the child's birth;
- iii) in the case of an adoptive parent who has been employed by the employer for at least 90 days, a period of not more than 62 consecutive weeks within 78 weeks after the child is placed with the adoptive parent for the purpose of adoption.

## What happens if you and your spouse (parents) are both Board employees?

The parental leave may be accessed entirely by one of the parents or shared between the parents. However, the Board is not required to grant parental leave to more than one of you at a time.

## What is required in terms of Notice of Parental Leave?

You must give Human Resources at least 6 weeks of notice of the date you will start parental leave unless:

- i) the medical condition of the birth mother or child makes it impossible to comply with this requirement; or
- ii) the date of the child's placement with the adoptive parent was not foreseeable.

If you cannot comply with the above written notice requirement, you must give Human Resources written notice at the earliest possible time of the date that you will start or have started parental leave.

## Can the Board terminate you on Maternity or Parental Leave?

No, the Board is prohibited in terminating your employment or laying you off solely because you have commenced maternity leave or are entitled to or have commenced parental leave.

## What happens to benefits during a Parental Leave?

For the first 62 weeks of your parental leave, your benefit coverage will continue on the same cost sharing basis as before the leave. For part time employees, this only applies if you maintained your portion of the benefits while on leave. If you do not maintain your portion of the benefit premiums while on maternity leave, you cannot maintain them while on parental leave. If your parental leave is for longer than 62 weeks but no more than 78 weeks, you may continue benefit plan coverage, except Long Term Disability coverage, provided you pay 100% of the premiums.

If you are just taking a parental leave and no maternity leave, from the benefits department outlining your portion of the monthly benefit premium and a Pre-Authorized debit form to allow monthly payment withdrawals from the bank account you provide. You must respond to this letter to advise in writing of your intention regarding continuation and/or termination of benefits and to avoid any interruptions to benefit coverage. If there is no response, benefits are terminated effective the start of the maternity leave.

## What happens if you want to take more time off after the maternity and parental leave expired?

In the case of a maternity leave followed by up to 62 weeks parental leave, a leave of absence for up to 18 weeks may be granted by Human Resources. This extended absence, is without pay and without employer contribution to the benefit plans. If you maintained your benefits during your maternity and parental leave, you may continue your benefits for this extended absence provided you pay the full monthly premium.

## What is required on the resumption of work after maternity or parental leave?

You must give Human Resources at least 4 weeks written notice of the date on which you intend to resume work.

You are not entitled to resume working until the date specified in the written notice.

## What are the Board's obligations on notice of resumption of work?

The Board must:

- i) re-instate you in the position occupied when maternity or parental leave started; or
- ii) if acceptable, provide you alternative work of a comparable nature at not less than the earnings and other benefits that had accrued to you when maternity or parental leave started

## What if staff reduction or program elimination is necessary?

The Board may place you in a position of comparable nature at not less than the same earnings and other benefits that had accrued to you to the date that the leave commenced. You shall not have any advantage or disadvantage as a result of having been on leave.

## What happens if you do not wish to resume employment?

You must give Human Resources at least 4 weeks written notice of intention to terminate your employment.

## When do you enroll your baby onto the Supplementary Health Care benefit?

You must enroll your baby within 31 days of his/her date of birth. For adoption that is in process but not approved by the courts yet, a Special Dependent Request form will need to be filled out and submitted to the benefit carrier for approval and the coverage will have an effective date of when the coverage was approved. Once the adoption has been approved and finalized, you will need to email Benefits to notify that the adoption has been granted and finalized as of the date on the court documents. Child will then be updated to show as a regular dependent and no longer as a special dependent.

## What happens to my Health Care Spending Account during my leave?

You may make claims for expenses incurred during your leave provided you have remaining credits. You will receive credits for the 16 weeks of maternity leave and then no further credits will be contributed to your HCSA until you return to work. Upon the September 1<sup>st</sup> following your return to work, new credits may be adjusted to reflect your actual salary prior to your leave.