



Family Caregiver Leave

York Region District
School Board

The following bulletin provides information on applying for Family Caregiver Leave. It can be found on the Board wide website at <https://bww.yrdsb.ca>

August 2019

What is a Family Caregiver Leave?

A Family Caregiver Leave is an unpaid, job-protected leave of up to eight weeks in each calendar year.

A Family Caregiver Leave may be taken to **provide care and support to a specified family member** (please refer to the box on page 2 for the definition of a family member) for whom a qualified health practitioner has issued a medical certificate indicating that the family member has a **serious medical condition** which includes conditions that are chronic or episodic.

Care and support includes providing psychological or emotional support, arranging for care by a third party provider or directly providing or participating in the care of the family member.

Employment Standards Act:



The Employment Standards Act legislates the following leave without pay and without loss of seniority or Board paid benefits as follows:

Family Caregiver Leave - Up to 8 weeks per calendar year

The total number of eligible weeks will be counted from the Sunday in alignment with the Employment Standards Act. A "week" means a period of seven consecutive days beginning on Sunday and ending on Saturday.

How to Apply for a Family Caregiver Leave

You must apply through eForms located on the BWW

- Log-on to the [BWW](#)
- Click on 
- Click on  tab on the upper right hand corner to take you to the eForm Home page.
- For your reference, Training Modules are available on the eForm Home page on how to submit a request for a leave.
- Click "Long Term Leave Request" from the Left side under "eForm Leaves".
- Click ">>>Create a New Request".
- Submit your [eForm](#) request to your Manager/Principal.
- Special instructions will be specified on the eForm if different.
- **Casual Staff: Please contact the STAR team for instructions pertaining to this Leave.**

Required Documents:

- You are required to submit a certificate or a completed "[Medical Certificate to Support Entitlement to Family Caregiver Leave, Family Medical Leave, and/or Critical Illness Leave](#)" form from a qualified health practitioner.
- This certificate must be from a qualified health practitioner and must state that the patient is critically ill and requires the care or support of one or more family members and sets out the period which the patient requires the care or support.
- This certificate can be attached to your eForm or provided to your Manager/Principal and emailed to Human Resource Services.

Who is considered a family member?

Effective January 1, 2018 and according to Bill 148, the specified **family members** for whom a family caregiver leave may be taken are:

- Your spouse (including same-sex partners)
- Your or your spouse's parent, step-parent or foster parent
- Your or your spouse's child, step-child or foster child
- Your or your spouse's grand parent, step-grandparent, grandchild or step-grandchild
- Your child's spouse
- Your brother or sister
- A relative who is dependent on you for care or assistance
- Any individual prescribed under the regulations as a family member

Sequence of Events for Most Family Caregiver Leaves

1. Apply for your leave by accessing the [BWW eForm](#) system in advance of the leave start date (*page 1*).
2. You will receive an automated email confirming submission from the eForm system and your Manager/ Principal will receive an automated email notifying him/her that action is required.
3. Once the leave has been approved, you will receive an automated email from the eForm system including the confirmation of your leave dates.
4. A leave package pertaining to benefits, pension, payroll information, etc. will be sent to your Board email account separately from a Human Resource Services Leaves Representative.
5. Commence your leave on the approved start date.

Return to Work Process

Complete and submit your **return to work request eForm found by accessing eForms through the [BWW](#) under [Employee Self Serve](#) 4-6 weeks prior to your scheduled return to work**. Remember to ensure **ALL** required documents are submitted in order to return to work. It is the responsibility of the employee to ensure that all paperwork is complete and forwarded to Human Resource Services (HRS) in order to receive your first pay upon your return to work.

Forms to Complete:

- [Return to Work Confirmation eForm](#)
- [Annual Compliance Declaration](#) in electronic format, found on Employee Self Serve through the BWW
- [Bank, Address, and Name Change Form \(P532-12\)](#), print and submit to Human Resource Services

Ontario College of Teachers annual fees are payable on the last pay in January of each year. If you are on leave at time Payroll deducts the fees, you are responsible to contact and pay OCT directly.

Long Term Disability**OSSTF, PSSP, CUPE 1196, CUPE 1734 and Non Union:**

Members are given the option to continue or cancel their Long Term Disability (LTD). Should you choose to cancel your LTD benefit during your leave, please refer to the LTD rules for information on penalties associated with the cancellation. A benefit continuation form will be emailed with cost and completion instructions for maintaining or cancelling this benefit. Please respond with your intentions on the provided form and if continuation is requested, be sure to complete the required forms for direct withdrawal from your account while on leave.

ETFO:

The LTD premiums for ETFO members are mandatory throughout the leave period with no option to cancel this benefit. A benefit continuation form will be emailed with the monthly payment amounts and completion instructions for continuing this benefit. Be sure to complete the required forms for direct withdrawal from your account while on leave.

OPC:

As the LTD premiums for the Principals and Vice principals are not deducted from your pay at the Board, please contact OPC directly for LTD continuation or cancellation options 1-(800)-701-2362 extension 263.

Health, Dental and Life Provincial Benefit Plans

The **Ontario Teachers' Insurance Plan (OTIP)** administers the benefits for each of the below plans. For continuation of benefits during your leave, please contact OTIP at 1-866-783-6847, www.otip.com. Communications are sent biweekly for status changes from the Board to OTIP.

- **ETFO, OSSTF, Permanent PSSP, ETFO LTO's and OSSTF LTO's and Con-Ed Credit Course** - Employee Life and Health Trust (ELHT)
- **CUPE 1196, CUPE 1734 and CUPE 1734 YW** - CUPE Education Workers' Benefit Trust (CUPE EWBT)
- **ETFO-OT and PSSP Temp/Terms** - Occasional and Casual Members (OCM)
- **OPSEU** - Ontario Council of Educational Workers (OCEW)

Cowan Inc. administers the benefits for each of the below plans. For continuation of benefits during your leave, please contact Cowan at 1-888-330-4010 or one-t@cowangroup.ca. Communications are sent biweekly for status changes from the Board to Cowan.

- **Principals and Vice Principals** - Ontario Non Union Education Trust
- **Non Union staff and Superintendents** - Education Council of Associations for Benefits (CAEAS/ ECAB)

Pension Plans**Ontario Teachers' Pension Plan (OTPP) Members**

It is your right to continue contributing to your pension while on your leave. All pension purchase information will be administered by the Ontario Teachers' Pension Plan. Please review the information available on the Teachers' Pension Plan (TPP) website at www.otpp.com under the Member Info tab. For further information, you may also contact TPP directly at 416-226-2700 or 1-800-668-0105.

Ontario Municipal Employees Retirement System (OMERS) Members

Upon your return to work, Human Resource Services will calculate your OMERS pension contributions owing for the break in service. A Leave Reporting Form will be sent to you and payment will be due by December 31 of the year following your return to work.

Frequently Asked Questions

When will I receive my leave package?

Once Human Resource Services receives all of the required documentation, we will send out a leave package via Board email, as soon as possible.

What are the implications to the June Wrap Up Pay? (Teachers and Administrators Only)

Payroll Services will receive notification upon starting your leave and the wrap-up pay will be processed at that time. Should you return to work before the end of the school year, your June wrap up pay will be reflective of the period from your return to work date up to June 30th. Please speak to Payroll Services for if you require further clarification regarding the June wrap implications.

Can I change the dates of my leave and, if so, what is the procedure?

Please choose your leave dates carefully. In extenuating circumstances, if it becomes necessary to change the dates of your leave, you must submit a new eForm request with your new leave dates. If the dates change are not within the qualified health practitioner's medical certificate, a new medical certificate will be required.

What if I wish to return to work early?

If you wish to return early, please contact your area Leaves Representative in Human Resource Services for further information regarding the early return process.

What will I do for income?

Currently, employees who take Family Caregiver Leave are not eligible to receive employment insurance (EI) from the federal government. For further information please contact Service Canada online at www.servicecanada.gc.ca or call 1-800-206-7218.

I am enrolled in the Deferred Salary Plan (DSP). How does my leave affect my DSP contributions?

When you stop working, your contributions will also stop and will resume upon return to work. As a result there will be less money accrued for when you go on DSP leave as the scheduled year of leave does not change.

How can I determine my pension contribution amount for the leave period?

If you are a teacher or an administrator, please review the information available on the Teachers' Pension Plan (TPP) website at www.otpp.com under the Members tab. You can also contact TPP directly for further information at 416-226-2700 or 1-800-668-0105. If you are a member of OMERS, the Pension Representative from the Board will contact you upon your return from leave.

What if I've missed the Faith Day request deadline?

If you are returning from your leave after the Faith Day request deadline (September 30th), and you wish to observe a Faith Day during the current school year, please ensure that you notify Human Resource Services immediately at hrs.faith.days@yrdsb.ca to submit your request.

What happens to my email account during my leave?

Anyone who goes on a leave will continue to have access to their Board email account and the [BWW](#).

Please note, it is expected that the employee will access their account on a regular basis with an understanding that the Board may communicate important/time sensitive information to the email account.

Human Resource Services Contact Information

Please feel free to contact Human Resource Services Leaves Representatives by calling the Education Centre Aurora 905-727-0022, extension 2479 to be directed to the appropriate Leaves Representative.

Any questions you have with respect to staffing must be directed to your Principal, Area Superintendent, Manager, Supervisor or Assistant Manager of Operations for Caretaking/Maintenance depending on the role you are in with the Board.