

UNIT E - REQUEST FOR STATUTORY LEAVE/LEAVE OF ABSENCE WITHOUT PAY

Provided below is an overview of job-protected statutory leaves of absence and unpaid leaves of absence in accordance with the Collective Agreement. Information related to Benefit and Pension Plan coverage in these cases is also provided.

In some cases, leaves can be extended or combined. Please refer to the website links provided in this document for additional information.

EMPLOYEE BENEFIT COVERAGE DURING LEAVE OF ABSENCE

Employees may be eligible to maintain Extended Health Care, Dental Care, Group Life and Accidental Death and Dismemberment (AD&D) Insurance during a leave of absence. As benefit coverage is provided through the Ontario Council of Education Workers (OCEW) Employee Life Health Trust (ELHT), please contact the Ontario Teachers' Insurance Plan (OTIP) for questions related to benefit coverage during a leave of absence. Contact information for OTIP is 1-866-783-6847 or email at www.otip.com/contactus.

As Long Term Disability (LTD) benefit coverage is administered by the TDSB, employees are provided the option to maintain LTD coverage during a leave of absence. The Benefit/Pension Administration department will contact employees directly and provide a Benefit Continuation form for completion. If an employee elects to suspend LTD benefit coverage for the duration of a leave, there will be no LTD coverage for that period of time. The LTD benefit will be reinstated effective the date of the physical return to work.

PENSION PLAN COVERAGE DURING LEAVE OF ABSENCE

Employees enrolled in Ontario Municipal Employees Retirement System (OMERS)

- Invoicing of leaves is processed upon an employees' return to work. The Benefit/Pension Assistant will send an invoice upon return to work. Employees must make the purchase with the Board no later than December 31st of the following year that the employee has returned to work.
- For Employment Standards Act (ESA) leaves, OMERS assumes that the member will purchase the leave period. Employees must notify the Benefit Pension Department in writing if they do not want a pension adjustment (PA) reported on their T4. Employees can contact the Benefit Pension Department by email at benefitpensionassistance@tdsb.on.ca.
- For further information please contact OMERS at (416)369-2400 or www.omers.com.

Employees enrolled in Ontario Teachers' Pension Plan Board (OTPP)

- The Ontario Teachers' Pension Plan allows employees to purchase/contribute during a leave of absence, to ensure all credited service is counted towards pension payable.
- Invoicing of leaves is processed directly through OTPPB.
- To obtain information on the pension plan during a leave of absence, please contact OTTP directly at 416-226-2700 or www.otpp.com.

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Leaves of Absence without Pay are considered in accordance with the [MCSTC - Unit E Collective Agreement](#)

Statutory Leaves of Absence are in accordance with the [Employment Standards Act, 2000](#) and additional information is provided below:

Statutory Leave Type	Summary	Click on the link provided for more information
Pregnancy/Parental/Infant Care/Child Care Leave and Parental Leave for the Purpose of Adoption	Please refer to these leave types in the Collective Agreement and on the Unit E Forms webpage	Unit E Forms webpage
Child Death Leave	Unpaid, job-protected leave that provides up to 104 weeks off work with respect to the death of a child.	Child Death Leave
Crime-Related Child Disappearance Leave	Unpaid, job-protected leave that provides up to 104 weeks off work with respect to the crime-related disappearance of a child	Crime-Related Child Disappearance Leave
Critical Illness Leave	Unpaid, job-protected leave that provides a leave described below, within a 52-week period: <ul style="list-style-type: none"> Up to 37 weeks in relation to a critically ill minor child (child, step-child, foster child or child who is under legal guardianship, and who is under 18 years of age; or 17 weeks in relation to a critically ill adult (a person who is 18 years of age or older) 	Critical Illness Leave MCSTC - Unit E Collective Agreement Medical Note Requirements
Domestic or Sexual Violence Leave	Job-protected leave that provides up to 10 days and 15 weeks in a calendar year of time off to be taken for specific purposes when an employee or an employee's child has experienced or been threatened with domestic or sexual violence. The first five days of leave taken in a calendar year are paid, and the rest are unpaid.	Domestic or Sexual Violence Leave
Family Caregiver Leave	Unpaid, job-protected leave that provides up to eight weeks leave per calendar year per specified family member. Family caregiver leave may be taken to provide care or support to certain family members for whom a qualified health practitioner has issued a certificate stating that they have a serious medical condition.	Family Caregiver Leave MCSTC - Unit E Collective Agreement Medical Note Requirements
Family Medical Leave	Unpaid, job-protected leave of up to 28 weeks in a 52-week period. Family medical leave may be taken to provide care or support to certain family members and people who consider the employee to be like a family member in respect of whom a qualified health practitioner has issued a certificate indicating that they have a serious medical condition with a significant risk of death occurring within a period of 26 weeks.	Family Medical Leave Medical Note Requirements
Organ Donor Leave	Unpaid, job-protected leave of up to 13 weeks, for the purpose of undergoing surgery to donate all or part of certain organs to a person. In some cases, organ donor leave can be extended for up to an additional 13 weeks.	Organ Donor Leave
Reservist Leave	Unpaid, job protected leave for employees who are reservists and who are deployed to an international operation or to an operation within Canada that is or will be providing assistance in dealing with an emergency or its aftermath. The leave would be for the time necessary to engage in that operation.	Reservist Leave

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1. EMPLOYEE INFORMATION				
Last Name:		First Name:		Employee #:
Current Mailing Address:			Current Phone No.:	
Position:	Position status: Permanent Temporary	Employment status: Actively at work On a leave of absence	Trade:	
2. LEAVE INFORMATION				
Request Length: 50 days and under Over 50 days (personal leave)	Start Date (YYYY.MM.DD)		Leave End (YYYY.MM.DD)	
Select ONE from the list of leave types below. Supporting documentation must be attached.				
Child Death Leave	Crime-Related Child Disappearance Leave	Critical Illness Leave	Domestic or Sexual Violence Leave	
Family Caregiver Leave	Family Medical Leave	Organ Donor Leave	Reservist Leave	
Unpaid Leave of Absence (provide details for request)-Note: Education leaves require proof of enrolment:				
Employee Signature:			Date:	
3. DESIGN, CONSTRUCTION & MAINTENANCE RECOMMENDATION				
Approved (50 days or under)		Recommended (over 50 days)		Not Recommended
If NOT recommended – provide reason:				
Supervisor/Designate Name (please print):		Supervisor/Designate Signature:		Date:
<p>Submit completed form to Employee Services, Support Staff – Units D & E Sign, scan and e-mail to: ESUnitsDandE.tdsb.on.ca OR Fax completed form to: (416) 393-8878 The status of all leave requests will be communicated in writing by Employee Services.</p>				
4. EMPLOYEE SERVICES – UNIT E AUTHORIZATION (OFFICE USE ONLY)				
Approved		Not Approved		Date:
If NOT approved – provide reason:				
Name of Employee Services Representative (please print)			Employee Services Authorizing Signature:	