



This handbook is a guide for teachers providing an overview of the most important aspects of the Quebec Parental Insurance Plan (QPIP) as well as those provisions of the collective agreement governing parental rights and benefits.

You will notice that each subject presented indicates which group of teachers it applies to: regular teachers only or regular and replacement teachers. Please note that teachers under contract by-the-lesson, hourly paid or doing occasional supply work have a right to maternity leave without pay for 18 weeks under the Act Respecting Labour Standards. However, these teachers are ineligible for the maternity, paternity or adoption leaves, as well as other leaves included in the collective agreement.

Before making any decisions, you should refer to article 5-13.00 of the collective agreement and consult your local union. Examples of letters that need to be sent to your school board can be found on page 22 of this handbook, additional letters may be obtained through your local union. These letters may be useful in the various steps you will be taking before and after the arrival of your child.

For teachers living outside of Quebec, the Quebec Parental Insurance Plan (QPIP) may not apply to you. The sections which pertain to you in particular are those referring to Employment Insurance (EI).

The Quebec Provincial Association of Teachers would like to thank the *Centrale des syndicats du Québec (CSQ)* and the *Fédération des syndicats de l'enseignement (FSE)* for their contribution to this guide.

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## ◆ TEMPORARY ASSIGNMENT AND PREVENTATIVE LEAVE (5-13.25) / OTHER SPECIAL LEAVES (5-13.26)

### TEMPORARY ASSIGNMENT AND PREVENTATIVE LEAVE

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#### Applicable to All Teachers

When I visit my doctor, I remember to mention that I am a teacher, noting the age of my students and providing, if necessary, any other details of my working conditions that may be relevant. I should also ask the doctor to prescribe tests to determine, among other things, my immunity to certain infectious diseases.

If my doctor believes that my working conditions or environment present risks of infectious disease or physical danger to my child, or me, he/she will recommend a temporary assignment to another position. In that case, my doctor must fill out a *Certificat visant le retrait préventif et l'affectation de la travailleuse enceinte qui allaite* from the CNESST (*Commission des normes, de l'équité, de la santé et de la sécurité du travail*) for temporary assignment. It will be impossible to begin any process for a temporary assignment with the school board and with the CNESST unless my doctor completes this certificate.

I must present the certificate to my school board, and, if the school board is not able to reassign me to another position that does not involve any of the risks identified by my doctor, I am then given leave from work and will receive CNESST benefits. My rights under the collective agreement are maintained for the duration of the time I am on temporary assignment or preventative leave (e.g., experience, pensionable service, etc.).

If I am assigned to another position by my school board, I continue to receive my regular salary.

If I am not assigned to another position, I will receive CNESST benefits equivalent to 90% of my net salary. Those benefits are not considered to be insurable earnings and, as such, are not taken into account in the calculation of parental insurance benefits to which I am entitled. Instead, the amount of my benefits under the parental insurance plan is determined on the basis of the salary I received prior to the beginning of my preventative leave period. It is important to keep in mind that a temporary assignment can occur at any time during a preventative leave.

My CNESST benefits will terminate four weeks prior to the anticipated date of birth. Generally speaking, at that time, my maternity leave will begin.

## Employment Insurance

For those teachers who will be receiving Employment Insurance (non-Quebec residents), the CNESST benefits can continue up until the date of birth.

For more information on temporary assignment and preventative leave, I contact my local union.

## OTHER SPECIAL LEAVES

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### Applicable to Regular and Replacement Teachers<sup>1</sup>

I am entitled to be absent from work with no loss of salary for four working days, or the equivalent in half-days, for medical appointments related to my pregnancy. For each appointment, my employer may require a medical certificate.

Should there be a danger of miscarriage or of health problems related to my pregnancy, I have the right to salary insurance benefits for the period or periods specified by my doctor during which I must be absent from work. In all such cases, it is important that I contact my local union at the earliest possible opportunity.

In the event of a miscarriage before the 20th week, I am entitled to salary insurance for the full period of absence prescribed by my doctor.

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<sup>1</sup> For part-time teachers, contact your local union.

## ◆ QUEBEC PARENTAL INSURANCE PLAN (QPIP) AND TYPES OF BENEFITS

Please note that these benefits are separate from the benefits you may also receive in conjunction with those from the school board, which is further explained on page 9.

### Applicable to All Teachers

I qualify for QPIP if I am a Quebec resident and have accumulated at least \$2,000 of insurable earnings in the last 52 weeks (qualifying period) preceding the start of my maternity leave. Note that having accumulated \$2,000 gives me the right to benefits, but benefits based solely on that amount will be negligible given the method of calculation used by the Parental Insurance Act.

If I am eligible, I am entitled to receive benefits for up to a maximum of 50 weeks (basic plan) or 40 weeks (special plan) **depending on my choice**. There are four types of benefits: maternity benefits, paternity benefits, parental benefits and adoption benefits.

### MATERNITY BENEFITS

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I am entitled to receive maternity benefits for a period of 18 weeks (basic plan) or 15 weeks (special plan). These benefits are attributable **exclusively** to the mother.

Generally, maternity benefits are equivalent to 70% (basic plan) or 75% (special plan) of my weekly salary.

The benefits can be requested at the earliest 16 weeks preceding the foreseen date of birth and end at the latest 18 weeks after the week of the birth.

### PATERNITY BENEFITS

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#### (Tied to the plan chosen for maternity benefits)

I am entitled to receive paternity benefits for five weeks (basic plan) or three weeks (special plan). These benefits are attributable **exclusively** to the father.

Paternity benefits are equivalent to 70% (basic plan) or 75% (special plan) of my weekly salary.

A female teacher whose spouse gives birth is also entitled to this leave if she is deemed to be one of the child's mothers.

The benefits must be requested at the earliest the week of the child's birth and received within 52 weeks following the child's birth.

## PARENTAL BENEFITS

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I am entitled to receive parental benefits for 32 weeks (basic plan) or 25 weeks (special plan). These benefits may be **shared** between both parents.

Generally, parental benefits are equivalent to 70% of my weekly salary for the first seven weeks and 55% for the remaining 25 weeks (basic plan). In the case of the special plan, benefits are generally equivalent to 75% of my weekly salary for a total of 25 weeks.

The benefits must be requested at the earliest the week of the child's birth and received within 52 weeks following the child's birth.

## ADOPTION BENEFITS

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I am entitled to receive adoption benefits for a period of 37 weeks (basic plan) or 28 weeks (special plan).

Adoption benefits are generally equivalent to 70% of my weekly salary for the first 12 weeks and 55% for the remaining weeks (basic plan). In the case of the special plan, benefits are equivalent to 75% of my weekly salary for a total of 28 weeks.

The benefits must be requested at the earliest the week of the arrival of the child and received within 52 weeks following the arrival of the child. In the case of an adoption outside Quebec, benefits can be requested two weeks prior to the child's arrival.

## FOUR TYPES OF BENEFITS NUMBER OF WEEKS AND BENEFIT RATES

Types of Benefits	Basic Plan QPIP		Special Plan QPIP	
	Maximum number of weekly benefits	Percentage of average weekly earnings	Maximum number of weekly benefits	Percentage of average weekly earnings
Maternity (exclusive to the mother)	18	70%	15	75%
Paternity (exclusive to the father or other parent)	5	70%	3	75%
Parental (can be shared)	7 25 32	70% 55%	25	75%
Adoption (can be shared)	12 25 37	70% 55%	28	75%

Types of Benefits	Employment Insurance	
	Maximum number of weekly benefits	Percentage of average weekly earnings
Maternity (exclusive to the mother)	15	55% of maximum rate*
Paternity (exclusive to the father)	–	–
Parental (can be shared)	35	55% of maximum rate*
Adoption (can be shared)	35	55% of maximum rate*

### Employment Insurance

**For teachers who live outside Quebec**, to be eligible, I have to have accumulated 600 hours of insurable earnings within 52 weeks preceding the beginning of my maternity or my adoption leave. There is a two-week waiting period before Employment Insurance benefits are paid.

\*2017 maximum rate: \$51,300  
2018 maximum rate: \$51,700



The following is an explanation of the benefits that teachers may receive from the school board, which may exist in conjunction with the QPIP benefits detailed on page 6.

### Applicable to Regular and Replacement Teachers<sup>1</sup>

My collective agreement provides maternity benefits which are more advantageous than those provided under parental insurance. However, to take full advantage of those benefits, I must be eligible to parental insurance.

(Please note that the number in brackets is applicable to the person who has chosen the QPIP special plan).

### MATERNITY BENEFITS (5-13.06)

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I have the right to determine the beginning of my maternity leave. The school board has no say in this.

However, according to the Parental Insurance Act, my maternity leave cannot begin before the 16th week prior to the expected delivery date. The parental benefits cannot be received beyond the 52 weeks following the birth of my child.

I may be entitled to receive maternity benefits for a period of 18 weeks (*15 weeks*) under the Parental Insurance Act. However, my collective agreement provides for 21 weeks. My regular salary during this period is maintained, since my employer supplements the maternity benefits received from parental insurance to approximately 89% of my gross salary.

### PARENTAL BENEFITS (QPIP)/LEAVE-OF-ABSENCE WITHOUT SALARY TO EXTEND A MATERNITY, PATERNITY OR ADOPTION LEAVE

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Taking into account that my collective agreement provides for 21 weeks of maternity leave and that my maternity benefits with parental insurance terminate at the end of the 18th week (*15th week*), I must begin my parental benefits (paid by QPIP) in the 19th week (*16th week*). Between the 19th and 21st weeks (*between the 16th and 21st weeks*), I will receive three weeks (*six weeks*) of parental benefits (paid by QPIP) that my employer will supplement to approximately 89% of my gross salary.

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<sup>1</sup> For part-time teachers, contact your local union.

I may continue to receive parental benefits for a maximum of 32 weeks (25 weeks). Following the 21 weeks of maternity leave provided for in my collective agreement, 29 weeks (19 weeks) of parental benefits remain (to be paid by QPIP) because three weeks (six weeks) have already been paid to complete my 21 weeks of maternity leave.

In order to obtain these 29 weeks (19 weeks) of parental insurance while maintaining the link with my school board, I must ask my school board for a leave-of-absence without salary to extend my maternity, paternity or adoption leave. During these 29 weeks (19 weeks), I do not receive any salary from my school board.

## EMPLOYMENT INSURANCE (5-13.20)

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Teachers who are living outside Quebec and are eligible to Employment Insurance are entitled, in accordance with the collective agreement, to approximately 89% of their gross salary during a 20-week period. The school board pays the first two weeks (waiting period) at approximately 89% and completes the Employment Insurance benefits during the following 18 weeks. At the end of the 20 weeks of maternity leave, a teacher can continue to receive parental benefits for 32 weeks. During that period of time, the teacher is considered as being on leave-of-absence without salary from the school board to extend the maternity or adoption leave. A person eligible to Employment Insurance may receive benefits for up to a maximum of 52 weeks.

## FIRST SITUATION

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**I am a regular or replacement teacher who is ineligible to parental insurance or Employment Insurance because I was on leave without salary for a long period of time. However, I have accumulated 20 weeks of service during my career within the public or parapublic sectors prior to the beginning of my first maternity leave.**

I am entitled to 12 weeks of maternity benefits paid by the school board at the rate of approximately 89% of my gross salary. During these 12 weeks, I am not required to contribute to the pension plan. However, the benefits paid during these 12 weeks are considered to be insurable earnings.

I contact my local union to determine when the best time for me to apply for QPIP maternity and parental benefits would be.

If I live outside Quebec, I may become eligible to receive Employment Insurance benefits.

## SECOND SITUATION

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**I am a regular or replacement teacher who has not accumulated 20 weeks of service during my career within the public or parapublic sectors.**

I am entitled to a leave without pay from my school board for a period of 20 weeks. However, I may be eligible to receive maternity and parental benefits from the Quebec Parental Insurance Plan (see page 6) or Employment Insurance Program (see page 10).

As each situation must be considered individually, I contact my local union to ensure that all my rights are respected.

## ◆ PATERNITY LEAVE, ADOPTION LEAVE AND COLLECTIVE AGREEMENT

### LEAVE RELATED TO THE BIRTH OF THE CHILD – FIVE PAID DAYS (5-13.30)

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#### Applicable to Regular and Replacement Teachers<sup>1</sup>

As a new father, who is also a teacher within a school board (or female teacher whose spouse gives birth), I am entitled to five working days (these need not be consecutive) paid by my school board at 100% between the beginning of labour and the 15th day following the return home of either my partner or baby. I am also entitled to this leave if the child is stillborn as early as the 20th week preceding the expected date of delivery.

### PATERNITY LEAVE (FIVE WEEKS) (5-13.31)

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In addition to these five days, if I am eligible to parental insurance (see page 7), I am entitled to five weeks (*three weeks QPIP special plan*) paid at 100% when the QPIP and school board benefits are combined. In addition, I also benefit from the same advantages as those teachers who are on maternity leave as explained on page 15.

If a father or other parent is not eligible for QPIP benefits or Employment Insurance benefits, in many cases the school board will pay 100% of salary for five weeks.

I can take advantage of the different options regarding leaves-of-absence without salary to extend my paternity leave (see page 13).

### ADOPTION LEAVE (5-13.45 to 5-13.59)

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For teachers benefitting from adoption leaves, the same provisions mentioned above apply, including the five-day leave, the five-week leave, as well as the advantages explained on page 15.

To discuss which options are most suitable for me, I contact my local union.

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<sup>1</sup> For part-time teachers, contact your local union.

# POSSIBILITIES OF LEAVE-OF-ABSENCE WITHOUT SALARY TO EXTEND A MATERNITY, PATERNITY OR ADOPTION LEAVE (5-13.60)

There are a number of possibilities to extend my maternity, paternity, and adoption leave with a leave-of-absence without salary for up to almost three years, in some cases. My school board must grant me a leave-of-absence without salary if I ask for it. This request must be made at least three weeks prior to the end of my leave and must **clearly** indicate the option chosen.

There are five options available for leaves without salary. However, with the exception of option "a)", I may choose only one option:

## a) Use of accumulated sick-days

This option can be paired with any one of the other four options.

## b) Full-time leave without salary

To the end of the current school year and for a maximum of two more school years.

### Advantages

In some cases, the leave can last for almost three full school years if it is begun at the beginning of a school year.

### Disadvantages

This leave cannot be terminated before the predetermined date except under exceptional circumstances and with the school board's consent. The leave must **immediately** follow the maternity, paternity or adoption leave.

## c) Full-time leave without salary for a maximum of 52 consecutive weeks

The duration of the leave may vary from 1 to 52 weeks taken consecutively, but not beyond 70 weeks following the birth of the child.

### Advantages

The leave does not have to follow the maternity, paternity, or adoption leave immediately. I can terminate this leave unilaterally prior to the predetermined date with at least 21 days' written notice.

**This option can be particularly useful for a father who wishes to take a leave-of-absence without salary to extend his paternity leave at a later time.**

### Disadvantages

The leave has a maximum duration of 52 weeks.

**d) Leave without salary for part of the year over a period of not more than two years**

This option allows me to take leave for a given period (e.g., August to December, January to June).

**Advantages**

This option allows me the choice between working or being on leave during one or more periods; I have the possibility of notifying the board of the distribution of the second year only three months in advance; I can terminate this leave unilaterally prior to the predetermined date with at least 30 days' written notice before I return to work.

**Disadvantages**

The leave must **immediately** follow the maternity, paternity or adoption leave.

**e) Part-time leave without salary**

Part-time work (part of the week or part of the day) for a maximum of two full years. If my leave without salary begins during the course of the year, I have to wait until the following year to begin part-time work. In the interim, I have the choice of full-time leave without salary or working full time.

**Advantages**

This option allows me to work part time.

**Disadvantages**

This leave cannot end before the predetermined date except under exceptional circumstances and with the school board's consent. This leave must **immediately** follow the maternity, paternity or adoption leave.

For options "b)", "d)", or "e)", I may change my option, but only once, subject to certain conditions. The request must be made prior to the preceding June 1st; the change must occur at the beginning of the school year and cannot result in extending the original duration of my leave.

Please note that some restrictions may apply to the above options. To discuss which options are most suitable for me, I contact my local union. I refer to the example letters outlined in this guide (see pages 22 to 25).

## ◆ POSTPONEMENT OF ANNUAL VACATION TIME OCCURRING DURING A MATERNITY, PATERNITY OR ADOPTION LEAVE (5-13.22)

### **Applicable to Regular Teachers<sup>1</sup>**

I may ask my school board to postpone up to four weeks of annual vacation that fall in July and August if I am a regular teacher on maternity, paternity or adoption leave during that period of time.

However, I **may not** postpone weeks in July and August during which I am on leave-of absence without salary and for which I am receiving parental benefits.

In some instances, the timing for paternity and adoption leaves can be flexible and it is important to consider whether it would be more advantageous to take these leaves during periods that do not coincide with vacation periods. Contact your local union for more information.

### **Applicable to Regular and Replacement Teachers<sup>1</sup>**

There are no other periods of time that may be deferred during the school year except the "March break".

To discuss the advantages of postponement, I contact my local union.

## ◆ RIGHTS DURING MATERNITY, PATERNITY, OR ADOPTION LEAVES, AND EXTENSION WITHOUT SALARY (5-13.22)

### **Applicable to Regular and Replacement Teachers**

I continue to benefit from:

- health insurance;
- accumulation of sick-leave days;
- accumulation of seniority;
- accumulation of experience;
- accumulation of continuous service for purposes of job security;
- recognition of pensionable service for my retirement plan;
- the various insurance plans under which I am covered, provided I pay the premiums.

<sup>1</sup> For part-time teachers, contact your local union.

## DURING A LEAVE-OF-ABSENCE WITHOUT SALARY FOLLOWING MY LEAVE

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I continue to accumulate seniority and experience. Experience can be accumulated to a maximum of 52 weeks following the beginning of my leave-of-absence without salary. Subsequently, I retain the experience recognized to that point.

I must continue to participate in health insurance and pay the premiums. I may decide to participate in the other insurance plans by paying the premiums.

When I return to work, I may pay 100% of contributions normally required for recognition of pensionable service for my retirement plan. It is very important that I set aside the money to buy back these periods of leave-of-absence without salary that are not reported as pensionable service. Otherwise, I may have to work longer before I can retire.

I have the right, when I return to work, to my original position or to a position assigned according to the rules for assignment and transfer in my collective agreement. I contact my local union for more information about this.

### **Other rights in the collective agreement which can be of interest to parents:**

The reasons allowing teachers to use days for family obligations are detailed in section 5-14.00 of the collective agreement. For specific information regarding the use of these days, I contact my local union.

## ◆ RIGHTS OF TEACHERS ON PRIORITY OF EMPLOYMENT OR RECALL LISTS

If I am offered a contract, I should not refuse it just because I am pregnant.

The school board must, on the basis of my ranking on the list, recall me and offer me the position. Once I have accepted it, the school board must grant me a maternity leave or a leave-of absence without salary and find someone to replace me. During my absence, the school board must grant me the same rights accorded to other teachers on maternity leave or on an extended leave-of-absence without salary. If I return to work before the end of the school year, I must be reintegrated into my position.

If my name is on a priority of employment list or a recall list, I must contact my local union as early as possible in my pregnancy to make sure that all my rights are respected.



## ◆ PERSONAL DEADLINES RELATING TO DIFFERENT TYPES OF LEAVES

### Applicable to Regular and Replacement Teachers<sup>1</sup>

Event	Deadline	Comment	Personal Dates
Submission of certificate for preventative leave to the school board.	As soon as the doctor has completed the certificate.	I must ensure that the certificate is sent to the CNESST.	
Written notice of leave to school board with medical certificate attesting to pregnancy and expected date of birth.	At least two weeks before the beginning of the maternity leave. (5-13.17)	The notice must, among other things, specify the period of the leave (from which date to which date).	
Request for parental insurance benefits following the procedure described at the following Web site: <a href="http://www.rqap.gouv.qc.ca">www.rqap.gouv.qc.ca</a> or at 1-888-610-7727.	As soon as possible in the week the leave begins.	I must have my social insurance number on hand.	
Proof of eligibility to parental insurance benefits for the school board.	On receipt.	This is the statement of benefits from QPIP.	
Receipt of a notice from the school board indicating the anticipated date of return to work.	Four weeks prior to end of the leave.	I do not have to reply to the school board.	
Request to postpone annual vacation (maximum four weeks).	No less than two weeks before the end of the 21-week <sup>2</sup> leave. (5-13.22)	I should check with my local union regarding the placement of these weeks.	
Request for an extension without salary of a maternity, paternity, or adoption leave.	No less than three weeks before the end of the 21 week <sup>2</sup> leave. (5-13.65)	I should mention, among other things, if I wish to continue participation in my insurance plans.	
Notice to the school board of return to work after an extension without salary.	Timing varies depending on the option chosen (5-13.67)	When I return, I should consider completing an application form, available from my school board, to buy back leaves-of-absence for pension purposes (within six months of the end of the leave-of-absence period, at the latest).	
Notice of a leave in the event of a birth (father or other parent) or adoption (five paid days).	As soon as possible. (5-13.38)	The notice must, among other things, specify the period of the leave (from which date to which date).	
Notice of a paternity or adoption leave (five weeks).	At least three weeks in advance. (5-13.39)	The notice must, among other things, specify the period of the leave (from which date to which date).	

<sup>1</sup> For part-time teachers, contact your local union.

<sup>2</sup> 20 weeks for those teachers eligible to Employment Insurance.

## ◆ FREQUENTLY ASKED QUESTIONS ABOUT PARENTAL RIGHTS AND THE QUEBEC PARENTAL INSURANCE PLAN (QPIP)

### 1. **Why have I been told that I am entitled to 21 weeks of maternity benefits when the Quebec Parental Insurance Plan (QPIP) only provides for 18 weeks (basic plan)?**

The teachers' collective agreement provides for maternity benefits that are more advantageous than those provided for solely under the Quebec Parental Insurance Plan (QPIP).

A teacher can receive maternity benefits at approximately 89% of her gross regular salary for a period of 21 weeks. The school board augments the benefits received from the Quebec Parental Insurance Plan (QPIP) during these 21 weeks. Therefore, a teacher must request that parental benefits start immediately after the 18 weeks of QPIP maternity benefits (see page 6).

### 2. **What happens after 21 weeks? Am I still entitled to receive any benefits?**

Beyond 21 weeks, a teacher is considered on leave-of-absence without salary from the school board to extend a maternity leave and continues to receive parental benefits (see example letters on pages 22-25).

The school board will not pay any salary during this period, but QPIP will continue to pay its parental benefits for a maximum of 29 weeks (basic plan) or 19 weeks (special plan) (see page 8).

### 3. **Am I entitled to QPIP benefits if I am living in Ontario?**

No, however you may be entitled to Employment Insurance benefits.

### 4. **What is the difference between salary insurance provided for by my collective agreement and CNESST benefits?**

A teacher may be on salary insurance when there is a danger of miscarriage or health problems related to her pregnancy and linked to her personal condition.

A teacher may be on preventative leave and receive CNESST benefits when the danger is directly connected to her working environment (working conditions and types of students) (see page 4).

### 5. **I am on preventative leave at the moment. When will it end: on the date of birth or on another date?**

CNESST benefits for preventative leave cease to be paid four weeks before the due date of birth; maternity leave may start at that point (see page 4).

**6. Will the fact that I am on preventative leave have an impact on my QPIP benefits?**

CNESST benefits for preventative leave are not considered as being insurable earnings. This means that CNESST benefits will not be taken into account in the calculation of QPIP benefits (see page 4).

**7. Will the fact that I am on salary insurance prior to the beginning of my maternity leave have an impact on the QPIP benefits I would be entitled to receive?**

Possibly. During the salary insurance period, a teacher receives 75% of her regular salary, which is considered as being insurable earnings. Therefore, it could have a negative impact on benefits because QPIP calculates the average weekly earnings by going back to the last 26 weeks or fewer, depending on your situation, for which insurable earnings were received.

**However, teachers have the possibility of asking that QPIP benefits be calculated on the insurable earnings prior to the start of the salary insurance period. Contact your local union for more information.**

**8. How many weeks do I have to work to receive maximum QPIP benefits?**

Generally, at least 16 weeks of work at regular salary.

Even though a minimum of \$2,000 earned over a period of 52 weeks preceding the request for QPIP benefits is the criteria for purposes of eligibility to QPIP benefits, be careful! It is far from the maximum when it comes time to calculate the average weekly earnings (see benefit calculator at [www.rqap.gouv.qc.ca](http://www.rqap.gouv.qc.ca)).

**9. I have been on a leave-of-absence without salary to extend a maternity leave since 2015 and I have not worked since then. I am pregnant again and I will give birth in July 2018. Am I entitled to receive any benefits?**

To be eligible to QPIP benefits, a teacher must have earned a minimum of \$2,000 during the 52 weeks preceding the request for QPIP benefits. In this case, from July 2017 until July 2018, there were no earnings.

**However, because of the collective agreement, a teacher who is ineligible to QPIP or Employment Insurance is entitled to receive approximately 89% of her gross regular salary for 12 weeks. The money received during these 12 weeks is considered as being insurable earnings and therefore entitles a teacher to become eligible to remaining QPIP benefits.**

**10. I am on maternity leave at the moment and I would like to have another child next year without going back to work. Will I be entitled to any future QPIP benefits?**

Two pregnancies in quick succession can have a negative effect on eligibility to QPIP or the amount of benefits. There are, however, ways to remedy these problems, depending on the situation. **Consult your local union.**

**11. Is it true that I can postpone a maximum of four weeks of my summer vacation if I am on maternity, paternity or adoption leave during the summertime?**

Yes. A teacher can postpone a maximum of four weeks of summer vacation to after the maternity, paternity, or adoption leave. This applies to full-time teachers only.

**12. What happens at the end of my contract if I am a replacement teacher?**

The benefits outlined in the collective agreement terminate at the same time the contract ends. However, if a new contract begins, they will again take effect.

Consult your local union for more information.

## ◆ LIST OF EXAMPLE LETTERS

SEE PAGES 23 TO 25 OF THIS GUIDE FOR TEXT AND TIMELINE OF THESE LETTERS

1. Notice of 21-week maternity leave  
*At least two weeks in advance*
2. Notice of leave in the event of a birth of a child (father or other parent – five paid days)  
*As soon as possible.*
3. Notice of paternity leave (five weeks or three weeks)  
*At least three weeks in advance*
4. Notice of postponement of vacation  
*At least two weeks in advance*
5. Notice of leave without salary to extend a maternity, paternity or adoption leave (option b)  
*At least three weeks in advance*
6. Notice of leave without salary to extend a maternity, paternity or adoption leave (option c)  
*At least three weeks in advance*
7. Notice of leave without salary to extend a maternity, paternity or adoption leave and distribution of the leave for the first year (option d)  
*At least three weeks in advance*
8. Distribution of leave for the second year (option d)  
*At least three months in advance.*
9. Notice of part-time leave without salary to extend a maternity, paternity or adoption leave to complete the school year in progress (option e)  
*At least three weeks in advance*
10. Notice of part-time leave without salary to extend a maternity, paternity or adoption leave for the first or second complete school year (option e)  
*Before June 1st*
11. Notice of return to work (clauses vary depending on which option is chosen)  
*Timing varies depending on which option is chosen*

For other example letters, contact your local union.

## ◆ MODEL FOR ALL EXAMPLE LETTERS

Date (Month-Day-Year)

Recipient  
Human Resources Department  
Address of your school board

[ Subject: Title of example letter in question ]

Dear Sir or Madam:

[ Insert text of example letter required ]

Best regards,

Signature  
Name  
Address

c. c.: Local Union

It is advisable to use registered mail, send a copy to your local union and keep a copy for your own files.

## ◆ TEXT AND TIMELINE FOR EXAMPLE LETTERS

<p><b>Example Letter 1</b></p> <p>At least two weeks in advance</p>	<p><b>Notice of 21-week maternity leave</b></p> <p>In conformity with clause 5-13.17, please consider this request for a 21-week maternity leave as foreseen in clause 5-13.06.</p> <p>In conformity with clause 5-13.10, I wish to take my leave from _____ to _____ inclusively. Attached you will find a medical certificate (or a written report signed by a midwife) confirming my pregnancy and giving the foreseen (or actual) date of birth of my child.</p> <p>I also wish to continue to participate in the insurance plans for which I am eligible, all in conformity with clause 5-13.22.</p> <p>I wish to apply to QPIP for the basic/special benefit plan.</p>
<p><b>Example Letter 2</b></p> <p>As soon as possible.</p>	<p><b>Notice of leave in the event of a birth of a child (father or other parent – five paid days)</b></p> <p>In conformity with clause 5-13.30, this is to inform you of my absence on the occasion of a birth on the following date: _____</p> <p>Attached is a medical certificate which attests that my spouse will give birth (or has given birth) on the _____.</p>
<p><b>Example Letter 3</b></p> <p>At least three weeks in advance</p>	<p><b>Notice of paternity leave (five weeks or three weeks)</b></p> <p>In conformity with clause 5-13.31, this is to inform you that I will be taking paternity leave from _____ to _____.</p> <p>I also wish to continue to participate in the insurance plans for which I am eligible, and to assume the entire costs of premiums, all in conformity with clause 5-13.22.</p> <p>I wish to apply to QPIP for the basic/special benefit plan.</p>
<p><b>Example Letter 4</b></p> <p>At least two weeks in advance</p>	<p><b>Notice of postponement of vacation</b></p> <p>My maternity, paternity or adoption leave coincides in part with the summer break (or March break). Here is my notice to postpone ____ days which would then be placed from _____ to _____ inclusively, all in conformity with clause 5-13.22.</p>
<p><b>Example Letter 5</b></p> <p>At least three weeks in advance</p>	<p><b>Notice of leave without salary to extend a maternity, paternity or adoption leave (option b)</b></p> <p>In conformity with clauses 5-13.60 b) and 5-13.65, this is to inform you that I will be taking an unpaid full-time leave to extend my maternity, paternity or adoption leave from _____, continuing as follows: (whichever the case) :</p> <ul style="list-style-type: none"> <li>– until the end of the present school year;</li> <li>or</li> <li>– for the entire school year 20__ – 20__.</li> </ul> <p>I also wish to continue to participate in the insurance plans for which I am eligible and to pay the full cost of premiums in conformity with clause 5-13.69.</p>

<p><b>Example Letter 6</b></p> <p>At least three weeks in advance</p>	<p><b>Notice of leave without salary to extend a maternity, paternity or adoption leave (option c)</b></p> <p>In conformity with clauses 5-13.60 c) and 5-13.65, this is to inform you that I will be on full-time leave without salary to extend my maternity, paternity or adoption leave from _____.</p> <p>I will return to work on _____. I also wish to continue to participate in the insurance plans for which I am eligible and to pay the full cost of premiums in conformity with clause 5-13.69.</p>
<p><b>Example Letter 7</b></p> <p>At least three weeks in advance</p>	<p><b>Notice of leave without salary to extend a maternity, paternity or adoption leave and distribution of the leave for the first year (option d)</b></p> <p>In conformity with clause 5-13.65, this is notification of a leave without salary for part of a year, as foreseen in clause 5-13.60 d), to extend my maternity, paternity or adoption leave from _____ to _____.</p> <p>Furthermore, the partition of the first year of my leave will be as follows:</p> <p>From _____ to _____, I will not be working or I will be working</p> <p>From _____ to _____, I will not be working or I will be working</p> <p>I also wish to continue to participate in the insurance plans for which I am eligible and to pay the full cost of premiums in conformity with clause 5-13.69</p>
<p><b>Example Letter 8</b></p> <p>At least three months in advance.</p>	<p><b>Distribution of leave for the second year (option d)</b></p> <p>In conformity with clause 5-13.65, this is notification that the timing of my leave without salary for the second year will be as follows:</p> <p>From _____ to _____, I will not be working or I will be working</p> <p>From _____ to _____, I will not be working or I will be working</p> <p>I also wish to continue to participate in the insurance plans for which I am eligible and to pay the full cost of premiums in conformity with clause 5-13.69.</p>
<p><b>Example Letter 9</b></p> <p>At least three weeks in advance</p>	<p><b>Notice of part-time leave without salary to extend a maternity, paternity or adoption leave to complete the school year in progress (option e)</b></p> <p>In conformity with clause 5-13.66, please consider this as a notice of leave according to clause 5-13.60 e), which will be an extension of my maternity, paternity or adoption leave from _____ to _____.</p> <p>During this extension of my leave, and until the end of the work year in progress, I choose not to work (or to work).</p> <p>I also wish to continue to participate in the insurance plans for which I am eligible and to pay the full cost of premiums in conformity with clause 5-13.69.</p>



<p><b>Example Letter 10</b></p> <p>Before June 1st</p>	<p><b>Notice of part-time leave without salary to extend a maternity, paternity or adoption leave for the first or second complete school year (option e)</b></p> <p>In conformity with clause 5-13.66, please consider this a notice of leave according to clause 5-13.60 e), to extend my maternity, paternity or adoption leave.</p> <p>My part-time leave will extend throughout the school year 20__ – 20__ .</p> <p>Therefore, I request the school board to consider the possibilities outlined in the collective agreement and to inform me precisely of the set time in my schedule when I will be on unpaid leave for part of a week throughout the school year. If it is possible to reach an agreement with the school board, I would like the set time to be as follows: _____ .</p> <p>I hope to hear your decision on this matter within a satisfactory delay. I also wish to continue to participate in the insurance plans for which I am eligible and to pay the full cost of premiums in conformity with clause 5-13.69.</p>
<p><b>Example Letter 11</b></p> <p>Timing varies</p>	<p><b>Notice of return to work</b></p> <p>Since my leave of absence without salary ends on _____, this is to inform you that, in accordance with clause 5-13.67. I intend to return to work on _____ .</p>

For other example letters, contact your local union.

