ETFO
Thames Valley Teacher Local

PREGNANCY / PARENTAL LEAVE WORKSHOP

PREPARATION SHEET
(For your personal use only.)

To complete this form, please go to the Thames Valley District School Board's website (www.tvdsb.on.ca). Under the heading Employees, find the Employee Portal and login.

1. **Under the section called Personal Information, click on "View My Vacation/Sick Leave Days"**

   How much sick leave do you have?

Type	Days Allocated	Days Used	Days Available
Sick Leave Current Year			
Short Term Disability			
Sick Leave Top Up			

2. **Return to Personal Information, click on "View My Seniority List" and then click on "Sorted by Name"**

   What is your seniority rank? _____

3. **Return to Personal Information, click on "View My Pay History"**

   Use the down arrow to choose your most recent pay period. Click "submit" and then print out a copy of your paycheck. Please note the column for "This Pay". These figures represent your bi-weekly deductions.

   What do you pay in a bi-weekly pay for the following:

   $_____ Long Term Disability

   $_____ TPP (Teachers' Pension Plan)

   What is your gross bi-weekly pay? $_____

   What is your annual salary? $_____

   What is your grid placement? _____

   Go to otip.com Member Login to determine what benefits you have.

4. What benefits coverage do you have?

   Health Insurance ☐ None ☐ Single ☐ Family

   Dental Insurance ☐ None ☐ Single ☐ Family

   Dependents _____ ☐ ☐ ☐

   Do you have coordination of benefits with a partner's plan? ☐ Yes ☐ No

   What coverage do you want to have during your leave? ☐ None ☐ Single ☐ Family

   What coverage do you want to have after your leave? ☐ None ☐ Single ☐ Family

   Do you have voluntary payments for Optional Group Life (additional coverage for you, your spouse or child)? ☐ Yes ☐ No ☐

   What is the amount you pay for this coverage? $_____ ☐ ☐

5. If pregnant, when is your baby due? _____

   If adopting, when will the child(ren) come into your care and custody? _____