

## Tip Sheet – Reporting Leaves of Absence without Pay for More than One Month

07/2018

We’ve designed this tip sheet to help you to correctly report leaves of absence through OPB’s employer portal and avoid common mistakes.

Leave Type	Tips
<b>General – all leaves</b>	<ul style="list-style-type: none"> <li>• Only report unpaid leaves that last <b>more than one month</b>; i.e., 31 or more calendar days.</li> <li>• Make sure that you report the leave period as follows:               <ul style="list-style-type: none"> <li>○ The <b>Start Date</b> of the leave is the first work day that the member is absent.</li> <li>○ The <b>Return to Work date</b> is date the member returns to work – not the last day of the leave</li> </ul> </li> <li>• If the member’s return to work date changes, please submit an amended leave of absence transaction through the portal.</li> </ul>
<b>Pregnancy, Parental, or Adoption leaves</b>	<ul style="list-style-type: none"> <li>• Pregnancy, parental, or adoption leaves are limited to an 18-month maximum.</li> <li>• If you are reporting a leave of this category in a situation where the member is extending their leave beyond the 18-month maximum, the portal will automatically create a second leave transaction for the excess period.</li> <li>• If your organization provides a Supplementary Unemployment Benefits (SUB) allowance to employees who are on pregnancy, parental, or adoption leaves and the member uses their SUB allowance to continue paying contributions during their leave, indicate ‘Yes’ and enter the dates of the SUB allowance period in the date fields provided – do not indicate the full period of the leave.</li> <li>• Indicate ‘No’ if the member doesn’t want to pay for contributions using their SUB allowance or your organization doesn’t provide a SUB allowance benefit to its employees.</li> </ul>
<b>Illness/WSIB Leaves</b>	<ul style="list-style-type: none"> <li>• If you don’t know when the member is going to return, enter December 31<sup>st</sup> of the year in which the leave started; we’ll prepare a costing for the member through to the end of the year.</li> <li>• If the member no longer qualifies to remain on an <b>illness</b> leave, but is unable to return to work, please report it as special leave.</li> <li>• <b>Note:</b> If the illness leave extends into the following year, we will only send the member a new costing at the beginning of the following year if they elected to contribute during the first part of their leave.</li> </ul>

If you have any questions, please contact **Nathan Pike** at 416-601-4044 or **Steve Reis** at 416-601-3967

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<b>Employment Standards Act (ESA) Family Leaves</b>	<ul style="list-style-type: none"> <li>• ESA Family Leaves are subject to the maximums, which are outlined in the table below.</li> <li>• If the member wants to extend their ESA family leave beyond the maximum for selected leave type, enter the full period of the leave, the portal will initiate a second leave transaction for the excess period. The second leave transaction will initially be set up as a special leave, but you can change it.</li> </ul>

Unpaid leave of absence type	Maximum period
Child Death Leave	104 weeks
Child Disappearance Leave	104 weeks
Critical Illness – Child	37 weeks
Critical Illness – Family Member(over age 18)	17 Weeks
Domestic or Sexual Violence Leave (unpaid portion)	16 weeks
Family Caregiver Leave	8 weeks
Family Medical Leave	28 weeks

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