Beautiful Plains School Division

Non-Teaching Staff Maternity/Parental/Adoptive
Application and Return to Work Agreement

Supplementary Employment Benefit Plan (SEB)

Approval Procedures:

1. The employee must provide written request for maternity/parental/adoptive leave to the Superintendent/CEO or Secretary-Treasurer a minimum of one month in advance of the leave.

2. The employee will be advised of the leave approval and SEB Plan eligibility by letter from the Superintendent/CEO or Secretary-Treasurer.

SEB Plan Claim Procedures:

1. The employee will sign a return to work agreement. (over)

2. The employee will provide a copy of the letter/statement from Service Canada that:
   - Specifies the effective date of the maternity/parental/adoptive leave and the dates of the one week waiting period.
   - Identifies the weekly benefit from Employment Insurance.

3. The Payroll & Benefits Coordinator will provide to the employee a copy of the SEB Plan benefits payable. *(90% of gross weekly pay net of the weekly benefit paid by Employment Insurance for the period of eligibility for Employment Insurance).*

4. SEB Plan benefits will be paid according to the regular pay schedule in effect in the Division.