



Sick Leave Credit Gratuity Frequently Asked Questions: UNIT A, PSSP - OSSTF

Note 1: Service for Gratuity is based on the period(s) of employment with the Toronto District School Board and its legacy boards while you were a permanent employee covered under the Sick Leave Credit Gratuity Plan.

Note 2: Service while a casual or temporary employee, even if long term, is not eligible under the Sick Leave Credit Gratuity Plan.

Note 3: Gratuity service is often not the same as service for teaching experience, pension, seniority or vacation.

Note 4: The best record of your final sick leave balance is your earnings statement (pay stub) for August 16, 2012. The earnings statements for the pay dated August 30, 2012 included the quota for the 2012/2013 school year to which you were not entitled under Bill 115 regulations. Consequently, the 2012/2013 sick leave allotment was not included in the final sick leave balance as of August 31, 2012.

Note 5: Vested days are the eligible sick days that were banked to provide employees with their eligible gratuity amount when they retire. The rest are excess days and do not affect your gratuity amount.

Your gratuity is based on $(2\% \times \text{full years of service} \times \text{Annual Salary})$ but it cannot exceed the **Statutory limits of**
 $(50\% \times \text{Annual Salary})$ or $(\text{Annual Salary}/200 \times \text{Vested Sick Days} \times \frac{1}{2})$

This means that the number of sick days required to support **one** full year of service is **8** sick days

$(\text{Vested sick days}) = (\text{Your full years of service}) \times (8)$ so for 12 years of service $(12 \times 8) = 96$ vested days

Questions & Answers

Q1. Why are my vested sick days less than the balance I had on August 31, 2012?

A1. Vested days are the eligible number of sick days required to support your gratuity based on your years of service and the limits outlined in your collective agreement.

The maximum allowable gratuity is 50% of your Annual Salary but you must have 25 years of service and 200 sick days to receive the maximum amount. Therefore, if you have 25 or more full years of service, only 200 sick days are eligible and vested (banked).

For service less than 25 years, the number of eligible sick days that are vested are calculated as follows:

$$\text{Formula: } \left[\text{your full years of service} \times \frac{200}{25} = \text{vested days} \right]$$

Example for 12 years of service: $(12 \times 8) = 96$ vested days

Q2. I worked for a school board other than the Toronto District School Board and its legacy boards. Does this service count towards the gratuity calculation?

A2. No, only service with the TDSB and its legacy boards is eligible for the sick leave gratuity calculation

Q3. Does working half-time affect the gratuity calculation?

A3. Even if an employee is half-time, the gratuity calculation uses the full-time equivalent for the Annual Salary and full-time service.

Q4. Do my leaves of absence without pay reduce my service?

A4. Only Long Term Disability leaves reduce service for gratuity.

Q5. What is the maximum allowable gratuity?

A5. The maximum allowable gratuity is 50% of the Annual Salary on August 31, 2012. In order to qualify for a 50% gratuity you must have both of the following: 25 full years of service and 200 sick days in your sick leave bank.



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- Q6.** What is the maximum number of full years of service required to receive the maximum gratuity?
- A6.** The number of full years of service required is 25.
- Q7.** What is the number of sick days required to receive the maximum gratuity?
- A7.** The number of sick days required is 200.
- Q8.** If I have more than 200 sick days, will I receive 50% of my Annual Salary when I retire?
- A8.** You will only receive 50% of your Annual Salary if on August 31, 2012 you also had 25 full years of service with the TDSB and legacy boards and 200 sick days
- Q9.** When can I receive my gratuity?
- A9.** Since it is a retirement gratuity, it is payable the month following your retirement from the TDSB.
- Q10.** What are my payout options?
- A10.** Since tax rules and regulations and TDSB protocols may change in the future, you will be advised about your payout options at the time of your actual retirement.
- Q11.** When I try to log onto the Gratuity-Inquiry box to send an inquiry, it does not work.
- A11.** The Gratuity-Inquiry box is an **e-mail** address not a **webmail** address therefore you must send the inquiry via e-mail to: Gratuity-Inquiry@tdsb.on.ca
- Q12.** Why did I not receive a gratuity letter?
- A12.** a) You did not have a sick leave balance on August 31, 2012 (see note 4 above)
or
b) You did not have any full years of permanent eligible service as of August 31, 2012. (see notes 1 to 3 above)
c) If none of the above applies, it may have been misplaced or lost during the distribution/ mailing process. If you feel that you should have received a letter, please send an e-mail to Gratuity-Inquiry@tdsb.on.ca
- Q13.** Are allowances included in my Annual Salary for the gratuity calculation?
- A13.** Only responsibility or education related allowances effective on August 31, 2012 are included in the calculation. Supplementary Expense Allowances are not included.
- Q14.** Am I entitled to an early pay out of my gratuity?
- A14.** No. Some other school boards in Ontario had a threshold to qualify for a gratuity. In many cases a retiree had to be with a board for 10 years to qualify for a gratuity payout. The TDSB has no similar rules.