



Bulletin 2026-10

January 30, 2026

2026-2027 Teacher Funded Leave Plan - Elementary Teachers

The Employee Services department is now accepting applications from elementary teachers who are interested in enrolling in a Self-Funded (X/Y) leave plan effective September 1, 2026.

What is a Self-Funded Leave (X/Y): A self-funded leave enables you to defer some pay (tax deferred) over a set number of years to save funds to utilize while on a 1-year leave (September - August). Your pension continues to be based on your total annual salary. You receive continuous service for seniority during your leave year. You retain the right of return upon completion of your X/Y leave to your school, subject to surplus/redundancy procedures.

Eligibility: To be considered for a self-funded leave, you must have been continuously employed with OCDSB as a contract (permanent) Elementary Teacher for at least two (2) years at the commencement of your self-funded leave.

Application Deadline: 4:00 p.m. March 1, 2026 (with deductions commencing Sept 1, 2026)

Applicable Collective Agreement Article Number: L22 Teacher Funded Leave Plan

Application Process: If you meet the eligibility requirements and are interested in enrolling into an X/Y leave plan, please submit your completed application electronically (Form OCDSB 198) as an email attachment to your respective HR Advisor identified below. If you have any questions, please email your HR Advisor. Please ensure that you have checked the leave year and if choosing a lesser percentage (%) that you enter it on the application form. You should retain a copy of your leave form for your records.

Approval / Denial Process: Your HR Advisor will confirm with you in writing no later than April 1, 2026, as to whether you have been approved or denied into an X/Y leave plan.

How Does It Work:

- You can choose from one of 6 plans (1/2, 2/3, 3/4, 4/5, 5/6, 6/7).
- For example, if you selected a 2/3 X/Y leave plan, this means that you contribute to your plan for 2 years and take the third year off on leave.

Your contributions are deposited directly into a trust account with the Ottawa-Carleton Credit Union. To calculate the amount of deduction: take your annual salary multiplied by the plan percentage and divide it by 26 pays. Example: \$95,595 x 33.3% divided by 26 = \$1,224.35 gross deduction from each



pay to be placed in the trust account. Keep in mind that you do not pay tax, CPP or union dues on the deduction. These funds will be taxed when you take your leave.

Leave Plan:

No later than March 1, prior to the start of the scheduled leave year (i.e. 2028-2029 leave for a 2/3 plan), you would identify the percentage and dates for disbursement of accumulated funds (with interest) from the trust account. Generally, you would consider balancing your disbursements to reflect a normal yearly salary (e.g. 40% payment in September and 60% payment in January) to budget your funds over the course of your leave year.

Payroll will deduct tax, CPP, union dues and pension from the funds before providing them to you. **During your leave, you are not permitted to receive any salary or wages from the OCDSB nor teach under contract with another Board. You must return to teaching with the OCDSB following your x/y for a period of at least one school year.**

Benefits:

Please contact OTIP (at 1-866-783-6947) regarding benefit questions in regard to your participation in the X/Y program.

It is mandatory that you maintain your long-term disability coverage while on leave. The dollar amount will be withdrawn on the last Tuesday of every month during your leave. If you have any questions regarding LTD coverage, please contact your Union.

For further information, please refer to the [Elementary Academic Webpage](#) or contact your HR Advisor below.

Jasmine Wilkinson-Turpin, HR Advisor 613-596-8211 x8396, jasmine.wilkinson-turpin@ocdsb.ca	A. Lorne Cassidy ES to Fielding Drive PS, including Agincourt Virtual
Jennifer Jones-Kosmack, HR Advisor 613-596-8211 x8407, jennifer.jones-kosmack@ocdsb.ca	First Avenue PS to North Gower PS, Central, CHEO School, First Place Elementary
Grace Wiegand, HR Advisor 613-596-8211 x8425 grace.wiegand@ocdsb.ca	Orleans Wood ES to York St PS, including East Urban Community ES – new in Fall '26

Dianne Robertson, Team Manager - Elementary Academic Division