

**Memo #21**

Date: February 24, 2021

To: Simcoe Muskoka Catholic Elementary Teachers

Re: **Earned Leave Days; T4A Tax Slip, Eligible Educator School Supply Tax Credit; Home Expenses Due to Pandemic; OTIP News**

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**Earned Leave Days**

With the ratification of our 2019 – 2022 Collective Agreement, the accumulation of Earned Leave Days was halted, but if a teacher had accumulated either partial paid or unpaid days they are still allowed to access and use for a set period of time.

Partially Paid Days may be used by no later than June 30, 2022 or if not utilized by that date, shall be paid out at the occasional teacher daily rate by the Board as of June 30, 2022.

Unpaid Days may be used prior to June 30, 2023. If not used by that date the unpaid days shall expire and they have no residual value.

If you require information as to how many partial paid or unpaid days you have, you are to contact the Payroll department at the Board.

Please note:

- **A minimum of twenty days' notice is required in order for a request to be considered.**
- **Earned Leave requests are subject to school and system requirements on a first-come, first-served basis and do not have final approval until verification from Human Resources is received.**
- **The request must be signed by the school principal, and then scanned and forwarded to Danielle Thibeault (cc principal on the email).**
- **All requests shall be processed and responded to, in writing, within 10 calendar days.**

Earned Leave Days application form is attached to this email.

**T4 Tax Slip**

Your Basic Life and Accidental Death and Dismemberment (AD&D) benefit premiums are taxable and used to be included on our T4 we received from the Board, when our benefits were run by the Board.

Now that our benefits are run through the OECTA Employee Life and Health Trust (ELHT), a separate T4A needs to be issued.

This amount is nothing new, just a separate T4A.

You should have received an email requesting either an electronic version or a paper copy (sent through the mail). If you haven't received your T4A by March Break you should be contacting OTIP at 1-866-783-6847.

## **Eligible Educator School Supply Tax Credit**

Teachers are eligible to claim a tax credit of up to \$1000 of purchases of eligible teaching supplies in a taxation year. Maximum tax credits 15% of purchases or \$150.00

### **Eligible Supplies (Consumable Goods):**

- Construction paper for activities
- Items for science experiments
- Art Supplies
- Various stationary items – pens, pencils, posters etc.
- Games and puzzles
- Books for the classroom
- Containers
- Educational Software

### **Ineligible Supplies (Durable Goods):**

- Computers, tablets
- Rugs

For your records, in case of an audit, you will need the attached form completed.

## **Home Expenses During COVID-19 Pandemic**

Employees who worked from home more than 50% of the time over a period of four consecutive weeks in 2020 due to COVID-19 will now be eligible to claim the home/office expenses deduction for 2020.

A new temporary flat rate method will allow eligible employees to claim a deduction of \$2 for each day they worked at home in that period, plus any other days they worked from home in 2020 due to COVID-19 up to a maximum of \$400. Under this new method, employees will not have to get Form T2200 completed and signed by their employer.

## **OTIP News**

### **Buying a car? Why your insurance provider should be the first person you tell**

Whether you are driving a shiny new car off the lot or found a used car in good shape on an auto buy-and-sell page, you'll need to notify your insurer before you write the cheque. The make, model and year of your vehicle are key factors in determining your auto insurance policy premiums and ensuring that you have the right amount of coverage in place. That's why it's so important to contact your insurance provider before you purchase a new vehicle. Depending on the make, model and year of your new vehicle, keeping your insurer updated could save you on your insurance premiums.

Learn more at [www.otipinsurance.com/article102](http://www.otipinsurance.com/article102).

### **How a dash cam can help you save on car insurance**

Are you among the one in ten Canadian drivers who has a dash cam installed in their car? As car safety technology continues to advance and more gadgets become available, dash cams are becoming an increasingly popular topic of conversation. With the average retail price upwards of \$100, many drivers are wondering if installing a dash cam is worth it.

Learn more at [www.otipinsurance.com/article103](http://www.otipinsurance.com/article103).

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815**