

# Maternity and Parental Leave

*for*  
PEA Employees



University  
of Victoria

Human Resources

October, 2009  
Benefits Office

Eligibility	Maternity Leave Birth Mothers	Parental Leave Birth Parents	Parental (Adoption) Leave Adoptive Parents
<p><b>Leave Entitlements</b></p>	<p>If you are the birth mother, the entitlement is for up to 17 consecutive weeks of unpaid maternity leave, commencing up to 8 weeks before the birth, but not later than the week of the birth.</p> <p>Further maternity leave of up to 6 consecutive weeks without pay shall be granted if you are unable to return to work for reasons related to the birth, as certified by a medical practitioner.</p>	<p>If you are the birth spouse or partner, the entitlement is for up to 37 consecutive weeks of unpaid parental leave, commencing after the child's birth and completed within the 52 week period following the birth.</p> <p>If you are the birth mother, the entitlement is for up to 35 consecutive weeks of unpaid parental leave, commencing immediately after the end of the maternity leave.</p> <p>Further parental leave of up to 5 consecutive weeks without pay shall be granted where a child has a physical, psychological or emotional condition requiring an additional period of parental care, as certified by a medical practitioner.</p>	<p>If you are an adopting parent, the entitlement is for up to 37 consecutive weeks of unpaid parental (adoption) leave, commencing after the child is placed with you, and completed within the 52 week period following the placement.</p> <p>Further parental (adoption) leave of up to 5 consecutive weeks without pay shall be granted where a child has a physical, psychological or emotional condition requiring an additional period of parental care, as certified by a medical practitioner.</p>
<p><b>Employment Insurance (EI) Benefits</b></p>	<p>If you have worked sufficient hours in the last year, or since your last claim, you may be eligible to receive EI maternity leave benefits.</p> <p>The first 2 weeks of maternity leave are considered an unpaid waiting period. EI maternity benefits are then payable to the birth mother for a maximum of 15 weeks.</p> <p>Please check the EI website for current information and benefit amounts.</p>	<p>If you have worked sufficient hours in the last year, or since your last claim, you may be eligible to receive EI parental leave benefits.</p> <p>EI pays a maximum of 35 weeks of parental leave benefits per family. The benefits can be taken by either of the birth parents, or shared between them, providing both parents are eligible. Only one EI waiting period needs to be served per person or family – so will be waived if already served for maternity benefits.</p> <p>If you qualify to receive UVic supplemental top up benefits during your parental leave, you must apply for the equivalent number of weeks of EI parental leave benefits.</p> <p>Please check the EI website for current information and benefit amounts.</p>	<p>If you have worked sufficient hours in the last year, or since your last claim, you may be eligible to receive EI parental leave benefits.</p> <p>The first two weeks of parental (adoption) leave are considered an unpaid waiting period. If this has already been served by the first parent, the second parent claiming parental benefits can have this waived.</p> <p>EI pays a maximum of 35 weeks of parental leave benefits per family. The benefits can be taken by either of the adoptive parents, or shared between them, providing both parents are eligible.</p> <p>If you qualify to receive UVic supplemental top up benefits during your parental (adoption) leave, you must apply for the equivalent number of weeks of EI parental leave benefits.</p> <p>Please check the EI website for current information and benefit amounts.</p>

Eligibility	Maternity Leave Birth Mothers	Parental Leave Birth Parents	Parental (Adoption) Leave Adoptive Parents
<p><b>UVic Supplementary Top up Benefits</b></p>	<p>If you are a Regular employee, not on layoff or leave, you are entitled to receive up to 18 weeks of supplementary top up benefits, provided you have applied for and are eligible to receive at least 18 weeks of EI maternity and parental benefits. The supplementary top up benefit is 95% of normal basic earnings from UVic, less the amount of EI maternity or parental benefit you will receive.</p> <p>For further details refer to Article 13 of the PEA Collective Agreement.</p>	<p>UVic will pay a maximum of 18 weeks of supplementary top up benefit per family. Where both parents are regular employees eligible for the supplementary top up benefit, then either parent may apply for the benefit in its entirety, or the benefit may be divided between the parents. Where the birth mother has already collected the 18 weeks supplementary top up benefit while on maternity leave, then no further supplementary top up benefit is payable.</p> <p>Where the benefit has not already been paid as noted above, then if you are an eligible Regular employee, not on layoff or leave, you are entitled to receive up to 18 weeks of supplementary top up benefit, provided you have applied for and are eligible to receive at least 18 weeks of EI parental benefits. The supplementary top up benefit is 95% of normal basic earnings from UVic, less the amount of EI parental benefit you will receive.</p> <p>For further details refer to Article 13 of the PEA Collective Agreement.</p>	<p>If you are a Regular employee, not on layoff or leave, you are entitled to receive up to 18 weeks of supplementary top up benefits, provided you have applied for and are eligible to receive at least 18 weeks of EI parental benefits. The supplementary top up benefit is 95% of normal basic earnings from UVic, less the amount of EI parental benefit you will receive.</p> <p>UVic will pay a maximum of 18 weeks of supplementary top up benefit per family. Where both parents are regular employees eligible for the supplementary top up benefit, then either adoptive parent may apply for the benefit in its entirety, or the benefit may be divided between the parents.</p> <p>For further details refer to Article 13 of the PEA Collective Agreement.</p>
<p><b>Applying for Maternity or Parental Leave</b></p>	<p>Requests must be made in writing to your supervisor, outlining the expected leave dates. As noted earlier, the maternity leave can commence up to 8 weeks prior to the birth, but no later than the week of the birth. The leave must always start on a Monday, to coordinate with EI.</p> <p><b>A note from your Physician or Midwife is required indicating the expected due date.</b></p> <p>Requests should be submitted at least two months prior to the expected leave date. Once approved, actual dates can be changed as required. <i>If the baby arrives earlier than the requested leave date, Payroll must immediately be contacted so the start date can be altered.</i></p>	<p>Requests must be made in writing to your supervisor, outlining the expected leave dates.</p> <p>As noted earlier, for the birth spouse or partner the parental leave can commence after the child's birth and must be completed within the 52 week period following the birth. For the birth mother, the parental leave begins immediately after the end of the maternity leave. Parental leaves must always start on a Monday, to coordinate with EI.</p> <p>Requests should be submitted at least two months prior to the expected leave date. For the birth mother the request should be submitted at the same time as for the maternity leave.</p>	<p>Requests must be made in writing to your supervisor, outlining the expected leave dates. As noted earlier, the parental (adoption) leave can commence after the child is placed with the parent(s) and must be completed within the 52 week period following the placement. Parental leaves must always start on a Monday, to coordinate with EI.</p> <p>Requests should be submitted at least two months prior to the expected leave date.</p>

Eligibility	Maternity Leave Birth Mothers	Parental Leave Birth Parents	Parental (Adoption) Leave Adoptive Parents
<p align="center"><i>(continued)</i> <b>Applying for Maternity or Parental Leave</b></p>	<p>Your department must complete, approve and submit a Position Status Change Request form to Payroll, along with your leave request letter and Physician's note. This will initiate a Record of Employment form (ROE) which Payroll will send electronically to EI.</p>	<p>Your department must complete, approve and submit a Position Status Change Request form to Payroll, along with your leave request letter. This will initiate a Record of Employment form (ROE) which Payroll will send electronically to EI.</p>	<p>Your department must complete, approve and submit a Position Status Change Request form to Payroll, along with the leave request letter. This will initiate a Record of Employment form (ROE) which Payroll will send electronically to EI.</p>
<p align="center"><b>Applying for EI Benefits</b></p>	<p>The application for EI maternity benefits can be made online or in person. You need to apply no later than the week the leave commences.</p> <p>Once EI receives your application they will match it with the ROE sent from Payroll. The processing time can take a few weeks. Once approved EI will send out a Notice of Entitlement to you advising the amount of benefit payable. <i>A copy of this notice must be submitted to Payroll before they are permitted under the EI regulations to initiate any supplementary top up benefit payments.</i></p>	<p>The application for EI parental benefits can be made online or in person. You need to apply no later than the week the leave commences.</p> <p>Once EI receives your application they will match it with the ROE sent from Payroll. The processing time can take a few weeks. Once approved EI will send out a Notice of Entitlement to you advising the amount of benefit payable. <i>A copy of this notice must be submitted to Payroll before they are permitted under the EI regulations to initiate any supplementary top up benefit payments.</i></p>	<p>The application for EI parental benefits can be made online or in person. You need to apply no later than the week the leave commences.</p> <p>Once EI receives your application they will match it with the ROE sent from Payroll. The processing time can take a few weeks. Once approved EI will send out a Notice of Entitlement to you advising the amount of benefit payable. <i>A copy of this notice must be submitted to Payroll before they are permitted under the EI regulations to initiate any supplementary top up benefit payments.</i></p>
<p align="center"><b>UVic Personnel Benefits</b></p>	<p>If you are a Regular employee, you are required to contribute your share of the cost of the Personnel Benefits Programs in which you are enrolled while in receipt of supplementary top up benefits. The University will continue to contribute its share of the cost of the programs.</p> <p>If you are not eligible for supplementary top up benefits, or once supplementary top up benefits have been exhausted, the University will continue to contribute its share of the cost of any of the Personnel Benefits in which you are enrolled, unless you elect in writing not to continue to pay the employee's share. Requests to discontinue coverage during the leave must be submitted before the leave commences.</p> <p>Please contact the Benefits Office to add the baby to the medical, extended and dental plans. If you have MSP coverage through the University please forward the baby enrollment form you will receive from the hospital to the Benefits Office.</p>	<p>If you are a Regular employee, you are required to contribute your share of the cost of the Personnel Benefits Programs in which you are enrolled while in receipt of supplementary top up benefits. The University will continue to contribute its share of the cost of the programs.</p> <p>If you are not eligible for supplementary top up benefits, or once supplementary top up benefits have been exhausted, the University will continue to contribute its share of the cost of any of the Personnel Benefits in which you are enrolled, unless you elect in writing not to continue to pay the employee's share. Requests to discontinue coverage during the leave must be submitted before the leave commences.</p> <p>Please contact the Benefits Office to add the baby to the medical, extended and dental plans. If you have MSP coverage through the University please forward the baby enrollment form you will receive from the hospital to the Benefits Office.</p>	<p>If you are a Regular employee, you are required to contribute your share of the cost of the Personnel Benefits Programs in which you are enrolled while in receipt of supplementary top up benefits. The University will continue to contribute its share of the cost of the programs.</p> <p>If you are not eligible for supplementary top up benefits, or once supplementary top up benefits have been exhausted, the University will continue to contribute its share of the cost of any of the Personnel Benefits in which you are enrolled, unless you elect in writing not to continue to pay the employee's share. Requests to discontinue coverage during the leave must be submitted before the leave commences.</p> <p>Please contact the Benefits Office to add the baby to the medical, extended and dental plans.</p>

Eligibility	Maternity Leave Birth Mothers	Parental Leave Birth Parents	Parental (Adoption) Leave Adoptive Parents
<b>Seniority, Vacation and Sick Leave</b>	Maternity leave does not constitute a break in service for the purposes of calculating seniority and eligibility for increments and sick leave and vacation entitlements. Sick leave and vacation entitlements will continue to accrue during the period of approved maternity leave.	Parental leave does not constitute a break in service for the purposes of calculating seniority and eligibility for increments and sick leave and vacation entitlements. Sick leave and vacation entitlements will continue to accrue during the period of approved parental leave.	Parental (adoption) leave does not constitute a break in service for the purposes of calculating seniority and eligibility for increments and sick leave and vacation entitlements. Sick leave and vacation entitlements will continue to accrue during the period of approved parental (adoption) leave.
<b>Miscellaneous</b>	This document is intended as a guide to understanding the general provisions of Maternity Leave. For more detailed information please refer to the current Employment Standards Regulations, Employment Insurance Regulations, and the PEA Collective Agreement.	This document is intended as a guide to understanding the general provisions of Parental Leave. For more detailed information please refer to the current Employment Standards Regulations, Employment Insurance Regulations, and the PEA Collective Agreement.	This document is intended as a guide to understanding the general provisions of Parental (adoption) Leave. For more detailed information please refer to the current Employment Standards Regulations, Employment Insurance Regulations, and the PEA Collective Agreement.

### Maternity and parental leave checklist

- Meet with Benefits Office to review options and leave process
- Make contingency plans for payment delay during EI adjudication process
- Obtain note from Physician or Midwife to confirm expected due date
- Prepare letter for Supervisor requesting maternity and/or parental leave
- Submit Position Status Change Request form to Payroll with Dr. note
- Complete and submit application for EI benefits when leave starts
- Contact Payroll at beginning of leave to confirm when ROE sent to EI
- Contact Payroll to alter dates if baby arrives earlier than leave date
- Submit EI approval notice to Payroll to initiate top up payments
- Forward MSP Baby Enrollment form to Benefits Office
- Complete form to add baby to extended and dental plans
- Provide post-dated cheques for benefits once top-up payments end



**University  
of Victoria**  
Human  
Resources