Maternity and Parental Leave

for

Office, Technical & Child Care Employees (CUPE 951)
Maintenance & Food Services Employees (CUPE 917)
& Exempt Support Staff
More choices for families starting December 3, 2017

Maternity leave
What’s changed?
Eligible pregnant employees will be able to begin their EI maternity benefits earlier, up to 12 weeks before their due date.

What hasn’t changed?
EI Maternity benefits provide 15 weeks of benefits to EI-eligible birth mothers and will continue to be paid at the current rate of 55% of regular average earnings up to a maximum of $547 a week.

Parental Leave
What’s changed?
There are now 2 types of Parental Leave through EI:

Standard parental benefit
- 35 weeks EI Parental benefits that can be shared between parents
- Must be completed within one year of the baby’s birth
- EI pays 55% of regular average earnings up to a maximum $547/week

Or

Extended parental benefit
- 61 weeks of EI Parental benefits that can be shared between parents
- Must be completed within 18 months of the baby’s birth
- EI pays 33% of regular average earnings up to a maximum of $328/week

When to choose?
Parents will need to choose the same parental benefit (standard or extended) when applying for EI and indicate how many weeks they each plan to take.
Can both parents receive EI at the same time?
Parents will be able to receive the benefits at the same time or separately.

Who gets to choose length of leave?
The choice of standard or extended benefits by the first claimant who completes the EI application’s selection will be binding for both claimants.

Can parents change their mind?
Once parental benefits have begun being paid on a claim, the parents’ choice will be irrevocable.

Supplemental top-up
(a) Where an employee is required to serve the one-week waiting period for Employment Insurance maternity or parental benefits, the University will pay 95% of the employee’s normal basic earnings for the first week.

(b) During the next 17 weeks of maternity or parental leave, the employees will receive from the University a salary payment equal to the difference between 95% of the employee’s normal basic earnings and the amount of Employment Insurance maternity benefits at the rate of 55% of average weekly EI insurable earnings.

(c) During the last week of parental leave, regardless of the length of parental leave chosen, the employee will receive from the University the equivalent of one week at 55% of average weekly EI insurable earnings to reflect the one-week reduction in the EI benefit waiting period.
### Eligibility

<table>
<thead>
<tr>
<th>Leave Entitlements</th>
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<td><strong>Eligibility</strong></td>
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<td>If you are the birth mother, you are entitled for up to 17 consecutive weeks of unpaid maternity leave. Maternity Leave can begin up to 12 weeks before the birth, but not later than the week of the birth. 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, ascertified by a medical practitioner. When combined with parental leave, the time off work can add up to 18 months.</td>
<td>If you are the birth spouse or partner, the entitlement is for up to 61 consecutive weeks of unpaid parental leave. <strong>Standard parental leave</strong>, the entitlement is for up to 35 consecutive weeks of unpaid parental leave, starting immediately after the end of the maternity leave. Parental leave begins after the child’s birth and must be completed within the 52 week period following the birth. <strong>Extended parental leave</strong>, the entitlement is for up to 61 consecutive weeks of unpaid parental leave, starting immediately after the end of the maternity leave. Parental leave begins after the child’s birth and must be completed within the 78 week period following the birth.</td>
<td>If you are an adopting parent, the entitlement is for up to 61 consecutive weeks of unpaid parental (adoption) leave. <strong>Standard parental leave</strong>, the entitlement is for up to 35 consecutive weeks of unpaid parental leave. Parental leave begins after the child is placed with you, and must be completed within the 52 week period following the placement. <strong>Extended parental leave</strong>, the entitlement is for up to 61 consecutive weeks of unpaid parental leave. Parental leave begins after the child is placed with you, and must be completed within the 61 week period following the placement.</td>
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### Employment Insurance (EI) Benefits

| 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. The first one week of maternity leave is considered an unpaid waiting period. EI maternity benefits are then payable to the birth mother for a maximum of 15 weeks. Please check the EI website for current information and benefit amounts. | 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. EI pays a maximum of 61 weeks of parental leave benefits per family. The benefits can be taken by either one 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. 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. Please check the EI website for current information and benefit amounts. | 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. The first one week of parental (adoption) leave is 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. EI pays a maximum of 61 weeks of parental leave benefits per family. The benefits can be taken by either one of the adoptive parents, or shared between them, providing both parents are eligible. 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. Please check the EI website for current information and benefit amounts. |

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<td><strong>UVic Supplementary Top up Benefits</strong></td>
<td>If you are a Regular employee, not on layoff or leave (unless for medical reasons associated with the pregnancy), 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 parental benefit you will receive. For calculating top up, the EI parental benefit will be based on 55% of your average weekly insurable earnings up to the EI maximum amount. For further details refer to Article 24 of the CUPE Collective Agreement.</td>
<td>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 birthmother has already collected the 18 weeks supplementary top up benefit while on maternity leave, then no further supplementary top up benefit is payable. 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.</td>
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<td>Requests must be made in writing to your supervisor and include the expected leave dates. As noted earlier, the maternity leave can commence up to 12 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. A note from your Physician or Midwife is required indicating the expected due date. Requests should be submitted at least two months prior to the expected leave date. Once approved, actual dates can be changed as required. <strong>If the baby arrives earlier than the requested leave date, Payroll must immediately be contacted so the start date can be altered.</strong></td>
<td>Requests must be made in writing to your supervisor and include the expected leave dates. 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 of the child or within the following 78 week period for extended parental leave. 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. 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.</td>
<td>Requests must be made in writing to your supervisor and include 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 birth of the child or within the following 78 week period for extended parental leave. Parental leaves must always start on a Monday, to coordinate with EI. Requests should be submitted at least two months prior to the expected leave date.</td>
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[http://www.uvic.ca/hr/services/home/labour-relations/index.php](http://www.uvic.ca/hr/services/home/labour-relations/index.php)
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<td>EI 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. <strong>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.</strong></td>
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| UVic Personnel Benefits | As a Regular employee, you are required to contribute your share of the cost of the Personnel Benefits Programs in which you are enrolled while receiving supplementary top up benefits. The University will continue to contribute its share of the cost of the programs. 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. Please contact the Benefits Office to add the baby to the medical, extended and dental plans within 30 days of the birth. If you have MSP coverage through the University please forward the baby enrollment form you will receive from the hospital to the Benefits Office. | As a Regular employee, you are required to contribute your share of the cost of the Personnel Benefits Programs in which you are enrolled while receiving supplementary top up benefits. The University will continue to contribute its share of the cost of the programs. 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. Please contact the Benefits Office to add the baby to the medical, extended and dental plans within 30 days of the birth. If you have MSP coverage through the University please forward the baby enrollment form you will receive from the hospital to the Benefits Office. | As a Regular employee, you are required to contribute your share of the cost of the Personnel Benefits Programs in which you are enrolled while receiving supplementary top up benefits. The University will continue to contribute its share of the cost of the programs. 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. Please contact the Benefits Office to add the baby to the medical, extended and dental plans within 30 days of the birth. |
### Eligibility

**Maternity Leave**
- Birth Mothers
  - 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**
- Birth Parents
  - 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**
- Adoptive Parents
  - 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.

### Seniority, Vacation and Sick Leave

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 CUPE 951 and 917 Collective Agreements.

### Miscellaneous

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### Maternity and parental leave checklist

- Obtain note from Physician or Midwife to confirm expected due date
- Prepare letter for Supervisor requesting maternity and/or parental leave
- Your department submits Position Status Change Request form to Payroll with note from Dr or midwife
- Contact Payroll at beginning of leave to confirm when ROE sent to EI
- Complete and submit application for EI benefits when leave starts
- Make contingency plans for payment delay during EI adjudication process
- 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 within 30 days of the birth
- Return auto-debit authorization to maintain benefits

If you have questions, make an appointment with the Benefits Manager to review options and leave process: shelston@uvic.ca or (250)721.8089
Family Support Services

How does it work?

• The Family Support Service (FSS) team are Morneau Shepell generalists that are able to address issues relating to both Child Care and Adult Care.

• Telephonic consultations can be booked Monday- Friday, between 8am-8pm (EST). Exceptions can be made where availability is an issue.

• Statistics have shown that the average employee spends 15hrs/week googling information to address their personal needs. The FSS team provide customized recommendations and resources based on the client’s need, and can provide referrals to community based resources where appropriate. They will assess, identify and locate caregiving services – including provider options, location, current availability and fees to suit identified needs.

• This team has a bank of information ready to go based on common questions and requests, and is constantly updating these resources so as to stay valid. The information is pulled from reputable, vetted sources within the health and wellness industry (e.g., CMHA).

• Resources packages can be created that pull together a variety of materials related to the topic of interest or issue identified (see next page). These are provided in hard copy only.

Topics include:

- Planning a family
- Expectant/new parents
- Home support services
- Special needs
- Residential care
- Community programs Plus more!

Call 1 844 880-9137
Resource Packages:

- These are **mixed-medium resource packages** (also known as FSS Resources) that typically contain factsheets, information on various community resources, pamphlets, books etc. These are vetted materials but are not considered a clinically-developed resource.

- New or expecting parents can **order a package through the intake centre**, and have it delivered to their home or place of work. These resources are free of charge and yours to keep.

- **Current topics include***:
  - Pregnancy
  - Adoption
  - New Parent
  - New Father
  - Special Needs
*customized packages can also be created on an adhoc basis as needed

Call 1 844 880-9137