

# Maternity and Parental Leave

*for*  
Office, Technical & Child Care Employees (CUPE 951)  
Maintenance & Food Services Employees (CUPE 917)  
& Exempt Support Staff



University  
of Victoria

Human Resources

Benefits Office  
Sedgewick B 128

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, you are entitled for up to 17 consecutive weeks of unpaid maternity leave.</p> <p>Maternity Leave can begin up to 12 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>When combined with parental leave, the time off work can add up to 18 months.</p>	<p>If you are the birth spouse or partner, the entitlement is for up to 62 consecutive weeks of unpaid parental leave. <b>Standard parental leave</b>, 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. <b>Extended parental leave</b>, the entitlement is for up to 62 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. <b>See EI Sharing Benefit info on next page if you are sharing Parental leave.</b></p>	<p>If you are an adopting parent, the entitlement is for up to 62 consecutive weeks of unpaid parental (adoption) leave.</p> <p><b>Standard parental leave</b>, 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.</p> <p><b>Extended parental leave</b>, the entitlement is for up to 62 consecutive weeks of unpaid parental leave. Parental leave begins after the child is placed with you, and must be completed within the 78 week period following the placement. <b>See EI Sharing Benefit info on next page if you are sharing parental leave.</b></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 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.</p> <p>Please check the EI website for current information and benefit amounts.</p> <p><a href="http://www.esdc.gc.ca/en/reports/ei/maternity_parental.page">http://www.esdc.gc.ca/en/reports/ei/maternity_parental.page</a></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 69 weeks of parental leave benefits <b>if shared by both parents</b>, providing both parents are eligible. If the leave is not shared, the maximum number of weeks is 61. 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><a href="http://www.esdc.gc.ca/en/reports/ei/maternity_parental.page">http://www.esdc.gc.ca/en/reports/ei/maternity_parental.page</a></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 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.</p> <p>EI pays a maximum of 69 weeks of parental leave benefits <b>if shared by both parents</b>, providing both parents are eligible. If the leave is not shared, the maximum number of weeks is 61.</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> <p><a href="http://www.esdc.gc.ca/en/reports/ei/maternity_parental.page">http://www.esdc.gc.ca/en/reports/ei/maternity_parental.page</a></p>

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<p><b>EI Sharing Benefit</b></p>	<p>EI Sharing benefit extends the maximum duration of EI parental leave benefits for two-parent families when both parents take a minimum of 5 weeks of leave.</p> <p>At the <b>Standard</b> benefit rate of 55% of weekly insurable earnings for 12 months, the parents will receive an additional 5 weeks of leave if the parental leave is shared.</p> <p>In cases where parents have elected to take <b>Extended</b> Parental Leave benefits at the rate of 33% of weekly insurable earnings, the sharing benefit will extend parental leave by 8 weeks.</p>	<p>EI Sharing benefit extends the maximum duration of EI parental leave benefits for two-parent families when both parents take a minimum of 5 weeks of leave.</p> <p>At the <b>Standard</b> benefit rate of 55% of weekly insurable earnings for 12 months, the parents will receive an additional 5 weeks of leave if the parental leave is shared.</p> <p>In cases where parents have elected to take <b>Extended</b> Parental Leave benefits at the rate of 33% of weekly insurable earnings, the sharing benefit will extend parental leave by 8 weeks.</p>	<p>EI Sharing benefit extends the maximum duration of EI parental leave benefits for two-parent families when both parents take a minimum of 5 weeks of leave.</p> <p>At the <b>Standard</b> benefit rate of 55% of weekly insurable earnings for 12 months, the parents will receive an additional 5 weeks of leave if the parental leave is shared.</p> <p>In cases where parents have elected to take <b>Extended</b> Parental Leave benefits at the rate of 33% of weekly insurable earnings, the sharing benefit will extend parental leave by 8 weeks.</p>



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<p><b>UVic Supplementary Top up Benefits</b></p>	<p>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.</p> <p>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.</p> <p>For further details refer to Article 24 of the CUPE Collective Agreement.</p> <p><a href="http://www.uvic.ca/hr/services/home/labour-relations/index.php">http://www.uvic.ca/hr/services/home/labour-relations/index.php</a></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 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.</p> <p>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.</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.</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>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.</p>
<p><b>Applying for Maternity or Parental Leave</b></p>	<p>Requests must be made in writing to your supervisor and include the expected leave dates.</p> <p>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.</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 and include the expected leave dates.</p> <p>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 standard parental leave 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.</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 and include the expected leave dates.</p> <p>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 for standard parental leave or within the following 78 week period for extended parental leave</p> <p>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.</p>

Eligibility	Maternity Leave Birth Mothers	Parental Leave Birth Parents	Parental (Adoption) Leave Adoptive Parents
<b>(continued)</b> <b>Applying for Maternity or Parental Leave</b>	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.	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.	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.
<b>Applying for EI Benefits</b>	The application for EI maternity benefits is made online and must be made within 1 week of leave starting. <b>Do not apply until your leave begins.</b> Link to apply: <a href="http://www.esdc.gc.ca/en/ei/apply.page">http://www.esdc.gc.ca/en/ei/apply.page</a> 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. <b><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></b>	The application for EI parental benefits is made online and must be made within 1 week of leave starting. <b>Do not apply until your leave begins.</b> Link to apply: <a href="http://www.esdc.gc.ca/en/ei/apply.page">http://www.esdc.gc.ca/en/ei/apply.page</a> 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. <b><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></b>	The application for EI parental benefits is made online and must be made within 1 week of leave starting. <b>Do not apply until your leave begins.</b> Link to apply: <a href="http://www.esdc.gc.ca/en/ei/apply.page">http://www.esdc.gc.ca/en/ei/apply.page</a> 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. <b><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></b>
<b>UVic Personnel Benefits</b>	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 <b>30</b> days of the birth.	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 <b>30</b> days of the birth.	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 <b>30</b> days of the adoption.

Eligibility	Maternity Leave Birth Mothers	Parental Leave Birth Parents	Parental (Adoption) Leave Adoptive Parents
Seniority, Vacation and Sick Leave	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.
Miscellaneous	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.	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 CUPE 951 and 917 Collective Agreements.	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 CUPE 951 and 917 Collective Agreements.

## Payment examples

Maternity with Standard Parental Leave			Maternity with Extended Parental Leave		
Week	UVic pays	EI pays	Week	UVic pays	EI pays
Week 1	95%	0	Week 1	95%	0
Weeks 2-18	40%	55%	Weeks 2-17	40%	55%
Weeks 19-51	0	55%	Week 18	40%	33%
Week 52	55%	0	Weeks 19-77	0	33%
			Week 78	55%	
Parental Sharing Benefit 5 weeks for 2 <sup>nd</sup> parent		55%	Parental Sharing Benefit 8 weeks for 2 <sup>nd</sup> parent		33%

- Due to changes made by the Federal government, UVic will issue the equivalent EI amount for your last week of leave. This only applies if you served the Service Canada 1 week waiting period.
- Regardless of length of parental leave selected, supplementary top-up will be paid at the rate of 55% of average weekly EI insurable earnings.
- The above is intended as an example only.

# Receiving Maternity and/or Parental Supplementary Top-up Payments from the University of Victoria

**Step 1:** Apply for EI benefits.

**Apply for EI after you have begun your leave.** Information and instructions on applying for EI Maternity/Parental Leave benefits is available on-line at <http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternityparental.shtml>

Your Record of Employment (ROE) will be prepared by the HRIS/Payroll Office and sent electronically to Service Canada. HRIS/Payroll cannot prepare your ROE until the regular payroll has been completed following your final day of pay.

**Step 2:** Confirmation of EI Benefits

Supplementary top-up benefits will commence after HRIS/Payroll receives confirmation from you of your entitlement for EI benefits. Once your claim with EI is approved, please forward a copy of the notification from EI that includes details of both your **waiting period dates** and **weekly benefit amount to payrollbenefits@uvic.ca**.

**Step 3:** Payment of Supplementary top-up benefits

Once HRIS/Payroll has received your EI confirmation as detailed above, you will be paid on the next regular pay day by direct deposit.

## 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
- Submit EI approval notice to Payroll to initiate top up payments
- Make contingency plans for payment delay during EI adjudication process
- Complete form to add baby to extended and dental plans within 30 days of the birth
- Return auto-debit authorization to maintain benefits

**Check out the online Maternity Parental FAQ** <https://www.uvic.ca/hr/assets/docs/benefits/mat-par-faq.pdf>

If after reviewing the Maternity Parental Leave Handbook you have questions or concerns, contact the Benefits Manager to review options and leave process

[shelston@uvic.ca](mailto:shelston@uvic.ca) or (250)721.8089