

Maternity and Parental Leave Checklist



- Prepare letter for Supervisor requesting maternity and/or parental leave
 - Attach note from Physician or Midwife to confirm expected due date
 - Specify dates of leave
- Confirm that your department has submitted Position Status Change Request form to Payroll with note from your GP or midwife attached
- Complete and submit application online for EI benefits after 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
- Make contingency plans for payment delay during EI processing
- Submit EI approval notice to Payroll to initiate top up payments
- Complete form to add baby to extended and dental plans within 1 month of birth
- Return auto-debit authorization form to maintain benefits after top-up payments end



Information Sheet for Eligible Faculty & Staff 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 (example below). 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.

Home → My Service Canada Account → My Latest Claim

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My Latest Claim

Did you know...

- if you do not receive email alerts when new important Employment Insurance (EI) claim information is available in your My Service Canada Account, go to [View my status and correspondence](#) and select "Register for Alert Me" from the left-hand menu to register now!
- additional information on your latest claim may be available on the [View my status and correspondence](#) page.
- to prevent any delays, you must complete your report within three weeks of its due date.

Start Date of Claim:	March 10, 2019
Waiting Period:	Your waiting period was deferred.
Type of Benefit:	Standard Parental benefits
Total Insurable Earnings:	\$22,465
Benefit Rate:	\$562
Federal Tax:	\$61
Weeks of Parental Benefits Paid:	6
Weeks of Parental Benefits Requested:	7
Total Weeks Paid:	6
End Date of Claim:	March 07, 2020
Last Report Processed:	April 14, 2019 to April 20, 2019
Last Report Processed on:	April 21, 2019