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.