

Maternity and Parental Leave FAQ

For eligible Faculty, PEA, ME and CUPE members

How soon can I start maternity leave?

Up to 12 weeks before baby's due date.

When do I have to let my department know?

It is recommended you provide your department with a letter requesting leave 2 months prior. Your letter must include the date you want to start leave and the date you will return. Remember to attach a note from your GP or midwife confirming your expected due date.

Why does my maternity leave have to start on a Monday?

To correspond with EI weeks.

How soon can I start parental leave?

Any Monday after the baby's birth.

Can both parents be off at the same time?

Absolutely! Depending on the length of parental leave chosen, families can have up to 61 weeks of leave to share.

Can I split up my parental leave?

Leave must be taken over consecutive weeks.

Can I change my mind about how long to take parental leave?

EI will not allow you to change your length of parental leave if they have already begun EI payments.

Do I get top-up from UVic?

Yes, if you are a regular continuing employee.

Do both UVic parents get top-up?

If parents are regular continuing members of the **Faculty Association**, **CUPE local 917, 951 or 4163**, the **PEA** and **Management Excluded** groups, both are eligible for the provisions of the UVic Supplementary Benefit to a maximum of eighteen (18) weeks.

How do I get EI?

Apply online <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/apply.html>

When can I apply for EI?

Apply for EI once you have begun your leave.

Where do I get my Record of Employment (ROE)?

Payroll will prepare an ROE and submit electronically to EI on your behalf.

Do I have to return to work after my leave?

We'd like it if you did return but there is no obligation to do so.

Do I have to repay top-up if I don't come back?

No, UVic does not have a policy requiring you to repay top-up if you do not return to work.

Can I come back early?

Please contact your supervisor to discuss. You will also have to notify EI.

Can I come back later?

Leave taken after parental leave ends would be considered *Personal Leave Without Pay*. This has to be approved by your department. Seniority, vacation and sick leave would not accrue during unpaid personal leave. You would be responsible for paying 100% of your benefit costs to maintain coverage during this leave.

Do I continue to accrue vacation and sick leave while on maternity or parental leave?

Seniority, vacation and sick leave continue to accrue during Maternity and Parental Leave and you will receive your annual leave allotments.

Can I take paid vacation after my parental leave ends?

Please discuss with your department to see if this would be operationally possible.

Don't forget!

- Sign up your baby for UVic benefits within 30 days of birth
- Your Extended Health benefit through Pacific Blue Cross covers a private room in hospital if available.
- Remember to send payroll your EI payment confirmation to get your top-up pay!

