

## Maternity and Parental Leave **FAQ**

### For eligible PEA, Management Excluded 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?

UVic families have a maximum of 18 weeks top-up to share.

#### 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 – pick up a paper application form at VGH
- Remember to send payroll your EI payment confirmation to get your top-up paid!
- Access online toolkits, articles and other great parental supports through our Employee Family Assistance Provider, LifeWorks. Available 24/7. <https://www.uvic.ca/hr/health-wellness/employee-family-assistance/index.php> or phone **1.844.880.9142**

