

**PREGNANCY/PARENTAL LEAVE SUMMARY:
ADMINISTRATIVE/PROFESSIONAL/CONFIDENTIAL & UNIONIZED STAFF**

What do you need to do?

1. Provide Saint Mary's University with a minimum of 4 weeks written notice (to your Department Head with a copy to Human Resources) of the applicable leave dates - applies to both pregnancy and parental leave.
2. Provide a medical certificate to Human Resources indicating the expected birth date.
3. Complete your Employment Insurance (EI) application.
4. Provide a copy of your benefit statement (from Service Canada) to Payroll indicating the amount of money you will be receiving in EI benefits so that payroll can calculate the supplemental benefits. If you do not forward this statement to payroll, your salary continuance beyond the first two weeks may be interrupted or the amount may be inaccurate.
5. Arrange for payment of your benefit premiums prior to your leave (form from Human Resources must be completed).
6. Complete Medavie Blue Cross Care Change Form to add your new dependant to the health & dental plan (if applicable). Must be completed within **31 days** of the birth or dependant will be considered a late applicant.

What will you need to supply to Service Canada for EI payments?

1. Social Insurance Number (SIN)
2. Record of Employment (ROE) – The Payroll Department sends your ROE electronically, therefore, you do not need to request a paper copy of your ROE.
3. Personal Identification
4. Bank Information (for direct deposit)
5. Adoption papers (if applicable)
6. Medical certificate (only applicable if applying for EI sickness benefits)
 - An EI application can be submitted on-line (after commencement of leave) or in person at your local Service Canada office
 - For additional details, please view the Service Canada web-site or contact by telephone (1-8-00-206-7218)) <https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/maternity-parental.html>

Summary of Pregnancy & Parental Benefits

- **Pregnancy 17 weeks**
 - 2 weeks 80% or 95% of regular earnings paid by SMU
 - 15 weeks 55% of regular earnings (Service Canada)
SMU supplemental benefits top-up 80% or 95% of regular earnings
- **Parental: 35 weeks** 55% of regular earnings (Service Canada) – *Must be taken immediately and consecutively following pregnancy leave*

Top-up benefits are calculated based on years of service with the University. An employee with more than one year's service but less than three years' service will be maintained at 80% of regular earnings. An employee who has three years' service or more will be maintained at 95% of regular earnings.

Please contact Service Canada to determine eligibility and duration of leave.

For additional details, please refer to your Collective Agreement, if applicable or the Policy

When can you start collecting benefits - HRSDC Guidelines:

- Employment Insurance (EI) provides Maternity and Parental Benefits to individuals who are pregnant, have recently given birth, are adopting a child or are caring for a newborn.
- Application processing time can be 28 days if you are eligible and all required documents are received by Service Canada.
- Pregnancy leave must commence no later than the actual birth date
- An unpaid leave can begin up to 17 weeks prior to the expected birth date
- Pregnancy leave (with supplemental benefits) can begin 8 weeks prior to the expected birth date
- Pregnancy benefits can end no later than 17 weeks after the birth

Note: If taking less than 17 weeks maternity leave or changing original return to work date, a minimum of 4 weeks written notice must be given to your Department Head with a copy to Human Resources.