

## Preparing for Maternity, Parental, and Adoption Leave

### 1. Determine the start and finish dates of your leave.

*If you are a birth mother:* You are entitled to up to 17 weeks of unpaid maternity leave and up to 35 weeks of unpaid parental leave. If you are planning on taking parental leave after your maternity leave, you should apply for both leaves at the same time. If you are applying for Employment Insurance Benefits through Service Canada, they require the employee to be on Maternity Leave as of the expected or actual date of birth or up to 8 weeks in advance.

*If you are a birth father:* You are entitled to up to 37 weeks of unpaid parental leave.

*If you are an adoptive parent:* You are entitled to up to 37 weeks of unpaid adoptive leave.

Detailed requirements are under Employment Standards Legislation and for any additional leave beyond ESA that may be applicable to your employment group, please visit <http://hr.ubc.ca/benefits/leaves/>

*Tip: To coincide with Employment Insurance weeks and avoid any possible loss of EI benefits, for staff you should begin either type of leave on a Monday and end it on a Friday (return from the leave on a Monday).*

*For faculty, you should begin either type of leave on a Sunday and end on Saturday.*

### 2. Provide written notification to your Department Administrator.

Approximately four weeks in advance of your leave provide a letter, memo or email that outlines the purpose and dates of your leave. Your Department Administrator will complete a Leave of Absence Form to have your employment records changed by the Payroll Service Representative to a leave of absence.

### 3. Determine if you are eligible for Supplemental Employment Benefit top-up from UBC.

**Familiarize yourself with the top-up benefit and how it works. You can find further information here:** <http://hr.ubc.ca/benefits/leaves/>

*Tip: If you are a **staff employee on a term appointment**, and your appointment won't allow you to fulfill your 6-month return-to-work obligation, we recommend you not sign up for this plan to avoid repayment of UBC top-up payments unless there is a possibility of an appointment extension. If you are not sure whether you will be extended, you can sign up for the supplemental plan at any future date or you can choose a lump sum payment after returning to work for six months.*

*If you are a staff member and you do not think you will be returning-to-work for at least 6 months following your leave, we recommend you not sign-up for this plan to avoid repayment of UBC top-up payments. Should you return-to-work for six months, you may apply for SEB top-up benefits at this time.*

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4. Learn about the Employment Insurance benefits available from Service Canada and how to apply for these benefits. [www.servicecanada.gc.ca/eng/ei/types/special.shtml](http://www.servicecanada.gc.ca/eng/ei/types/special.shtml)

5. Request a Record of Employment (ROE).

Contact UBC Vancouver Staff Payroll Service Representatives:  
[www.finance.ubc.ca/payroll/ptfolio.cfm](http://www.finance.ubc.ca/payroll/ptfolio.cfm)

UBC Okanagan Staff and Faculty: Wade Noseworthy  
<http://web.ubc.ca/okanagan/operations/finance/contact.html>

Following your last paycheque, a Record of Employment (ROE) is issued and sent electronically to Service Canada for Employment Insurance purposes.

6. If you are a staff member, arrange to sign-off the Letter of Agreement

Contact: Pat Dollard 822-2026 or at [pypd@finance.ubc.ca](mailto:pypd@finance.ubc.ca)

The letter must be signed in the presence of a shop steward and payroll manager (union or other affiliation) and ensures you understand the obligations related to receiving SEB top-up.

7. Apply online for Employment Insurance benefits at

[www.servicecanada.gc.ca/eng/ei/application/employmentinsurance.shtml](http://www.servicecanada.gc.ca/eng/ei/application/employmentinsurance.shtml).

There is a 2-week waiting period for the EI application to clear and typically, another week until the employee receives the first EI deposit.

Employees may also apply in person to a Service Canada Centre [www.servicecanada.gc.ca/cgi-bin/hr-search.cgi?app=hme&ln=eng](http://www.servicecanada.gc.ca/cgi-bin/hr-search.cgi?app=hme&ln=eng)

*Tip: Be sure to budget for this 3-4 week period that you are waiting for Service Canada to process your Employment Insurance benefits and for UBC to make their first top-up payment.*

8. Provide confirmation of Employment Insurance Benefit to Payroll.

To receive your first installment of top-up from UBC, send a copy of your first Employment Insurance benefit rate information from the website:

### Vancouver & Okanagan Campuses:

Staff: Pat Dollard: fax (604) 822-9233 or e-mail: [pypd@finance.ubc.ca](mailto:pypd@finance.ubc.ca).

Faculty: To your Payroll Service Representative [www.finance.ubc.ca/payroll/facreps.cfm](http://www.finance.ubc.ca/payroll/facreps.cfm)

## Preparing for Maternity, Parental, and Adoption Leave (continued)

### 9. Respond to your leave of absence invoice from Payroll to ensure continuity of your benefits coverage.

If you are a **staff member**, once you receive your invoice, send in your post-dated cheques at the beginning of the leave for the benefits you wish to maintain. This applies regardless of whether or not you elect to have SEB top-up benefits.

If you are a **faculty member**, benefits will be deducted off their pay cheques for the duration you are in receipt of SEB top-up benefits. However, on the unpaid portion of the leave, once the SEB top-up benefits end, send in post-dated cheques for the benefits you wish to maintain. Please forward these post-dated cheques at the time of invoicing (e.g. at the beginning of leave).

### 10. Complete the MSP Baby Registration Form and Sun Life Extended Health and Dental Change form.

If you are enrolled in the Medical Services Plan (MSP) and Extended Health and Dental Plans through UBC, complete the forms to add your new dependent child and forward to Payroll Benefits. You can find the form here: [www.hr.ubc.ca/files/pdf/benefits/forms/baby\\_enrollment\\_form.pdf](http://www.hr.ubc.ca/files/pdf/benefits/forms/baby_enrollment_form.pdf)

**Enjoy your time with your child!**

### 11. Returning to work if you are a staff member.

Once you are back at work and have completed six months of service, you are eligible to have the additional 5% of your salary paid to you.

For CUPE 2950 staff members, you can apply for the additional 5% of your salary before completing the six months of employment.

Apply for this benefit in writing to Financial Services to the attention of Pat Dollard or by e-mail at: [pypd@finance.ubc.ca](mailto:pypd@finance.ubc.ca).

The 5% top-up is then calculated and added to your next available paycheque.

## FAQs

### **Q: What is the typical waiting period to receive Employment Insurance payments and UBC top-up payments?**

Typically, there is a waiting period of 3 weeks to receive Employment Insurance benefit payments and another week to receive a UBC top-up payment. The total value of payments between Employee Insurance and UBC SEB Top-up combined is 95% of the employee's current salary.

For staff, the remaining 5% top-up amount is issued after the employee has returned-to-work for at least six months.

### **Q: As a staff member, why do I have to sign a Letter of Agreement to access SEB Top-up benefits?**

Both you and the University have to enter into this agreement to understand the obligations related to receiving SEB top-up.

The Letter of Agreement ensures that you understand what is required of you, for example:

- you are required to return to work and remain at work for a minimum of six months (following the leave), and
- you are required to repay the University the 95% salary differential if you:
  - don't return to work,
  - don't complete the six-month requirement, or
  - resign or are dismissed with just cause within six months of your return to work. (If you return to a part-time position after your maternity leave, you may also forfeit some or all of your supplemental benefits.)

### **Q: Can I use my vacation while on maternity, parental, or adoptive leave?**

Accumulated vacation days can be used in conjunction with your maternity leave, but not during the period when you are receiving maternity benefits. That is, you can take accumulated vacation either before or after your leave period and will avoid impacting your Employment Insurance benefits.

### **Q: As a staff member, does my vacation accrue while on unpaid maternity, parental, or adoptive leave?**

Employment is deemed continuous for the purposes of calculating vacation entitlement; however, vacation pay is pro-rated by the based on the amount of SEB top-up paid by the University:

CUPE 2950 members who begin unpaid maternity or adoption leave will accrue vacation based on the following: full accrual for the first month of leave, and for the remaining maternity or adoptive leave, based only on the top-up portion of payments.

Other staff members accrue vacation based on the top-up portion of the 17 weeks of the maternity leave or the top-up portion of the 12 weeks of adoption leave, if available.

Since there is no parental leave SEB top-up for staff members, vacation accrual is not available.

**Q: When do I get the balance of my 5% top-up benefit for returning-to-work?**

After you have fulfilled six months of return-to-work, you may request for the 5% top-up to be paid by contacting Pat Dollard in writing through her e-mail at [pypd@finance.ubc.ca](mailto:pypd@finance.ubc.ca)

**Q: What happens if I resign and/or I am unable to fulfill the 6-month requirement to return-to-work?**

If you do not fulfill the 6-month return-to-work requirement, you will be required to pay back the entire amount of the SEB top-up received.