

Maternity & Parental Leave Info Package for Union Employees

Congratulations!



In this package you will find useful information to assist you in preparing for your Maternity, Parental and/or Adoptive leave. The contents apply to all union employees' who have completed 6 months of continuous service. In the event of any discrepancies, the Employment Insurance Legislation, company policy and/or respective collective agreement will prevail.

This package contains information relating to:

- Leave Entitlement
- Supplemental (SUB) and Employment Insurance (EI) Benefits
- Benefit & Pension Information
- Mandatory requirements by EI and CP
- Personal checklist
- Sample letter to advise Manager of leave/return

For any questions you may have prior to or during your leave, contact the HRSC toll free at 1-866-319-3900.



Leave Entitlement:

- A female employee who is a natural parent is entitled to 17 weeks of maternity leave and 35 weeks of parental leave for a total of 52 weeks
- Maternity leave may begin no earlier than eleven weeks prior to the estimated date of birth and end no later than 17 weeks following the actual date of birth
- Maternity leave will begin on your last day of work or the actual date of birth, whichever comes first
- Maternity and parental leave may or may not be taken consecutively
- Natural or adoptive parents (male or female) are entitled to one uninterrupted period of parental leave within 52 weeks following the child's birth or from the day the child comes into their care
- The total number of weeks of parental leave taken by the mother, father or both cannot exceed 35 weeks
- Vacation entitlement can be taken before, between or after maternity/parental leave

Supplemental CP and EI Benefits:

- An employee is compensated during maternity leave from two primary sources; EI and CP's Supplementary Unemployment Benefits (SUB). Access the Human Resources & Skills Development Canada (HRSDC) website for greater details:
<http://www.hrsdc.gc.ca/asp/gateway.asp?hr=en/ei/types/special.shtml&hs=tyt>
- An employee who has completed 6 months' service will receive:
 - 2 weeks EI waiting period – no pay
 - 15 weeks topped up by SUB to 70% (to maximum allowable amount as per collective agreement).
- Natural or adoptive parents taking parental leaves will be eligible for 35 weeks of EI benefits. No supplementary benefits apply

Benefits and Pension Information:

- Extended Health and Dental Care coverage continue during maternity and parental leaves.
- Group Life Insurance coverage will be maintained for a period of 6 months. After 6 months, the employee has the option to pay the appropriate amounts for an additional 6 months via post-dated cheques
- Optional Life Insurance and/or Spousal Life Insurance premiums must be paid either in advance of the leave or via post-dated cheques
- Maternity/parental leave is considered pensionable service providing the employee makes the required contributions
- During the leave when the employee is not receiving any income directly from CP, deductions such as pension, benefits, employee share purchase plan, union dues etc, will not be made

Mandatory Requirements:

- Employees are responsible for:
 - initiating the leave at least 4 weeks in advance by providing their Department Head with a certificate from a doctor certifying that she is pregnant
 - completing a Weekly Indemnity Benefit (WIB) forms
 - providing payment to the HRSC for any benefit premiums as indicated above
 - apply for EI online (see link above) or at the local HRSDC office
 - sending completed WIB forms to Manulife with EI statements (employee may send each statements separately or all at one time at end of 17 week period)
 - providing to the Department Head of any changes to the length of the leave at least 4 weeks in advance, when possible
- Managers are responsible for advising the HRSC of the employees leave and return
- HRSC is responsible for providing the employee with a Record of Employment (ROE) within 5 business days following the last day of work or the baby's birth, whichever comes first



Personal Checklist for Employees:

- ❑ Advise the Department Head and/or HRSC in writing with copy of doctor's note at least 4 weeks prior to the planned last day of work
- ❑ Send applicable benefit payments to HRSC
- ❑ Apply for EI benefits with HRSDC
- ❑ Forward WIB Form and all EI statements to Manulife
- ❑ Add new baby to benefits by accessing the benefit dependent change form on Manulife's website at www.manulife.ca/groupbenefits.ca or call Manulife direct at 1-800-268-6195
- ❑ Advise the Department Head at least 4 weeks in advance should there be any change to your planned return to work date



Babies

*With babies come toys
And a whole world of joys
And all kinds of fun things to do ...
With babies come laughter
And love ever after ...
With babies,
Sweet dreams all come true!*

**Sample Letter to Manager for Leave/Return
(to be edited accordingly)**

DATE

Dear Manager:

RE: Maternity, Parental and/or Adoptive Leave

Please be advised that I will be starting my (maternity/parental/adoptive) leave on ENTER DATE HERE unless my baby is born prior to that date.

I have ____ days of vacation remaining for this year. (I plan to take my vacation from _____ to _____.) (I would like to carry-over my vacation and use upon my return).

My expected return to work date is _____.

Sincerely,