

# Parental Leave Information Package

## *Congratulations!*



In this package you will find useful information to assist you in preparing for your Parental (including adoption) Leave. The contents apply to all union employees who have a minimum of 6 months of continuous service. In the event of any discrepancies between this package and the company's policy (Policy 7403), the company policy will prevail.

This package contains information relating to:

- Leave Entitlement
- Employment Insurance (EI) Benefits
- Pension and Benefits
- 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:**

- Natural or adoptive parents are entitled to 35 weeks of parental leave that must be used within 52 weeks following the child's birth or from the day the child comes into their care. This leave can not exceed 52 weeks since your child's birth or placement with you for adoption
- 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 Parental Leave

**EI Benefits:**

- Natural or adoptive parents taking parental leaves will be eligible for 35 weeks of EI benefits. 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>

**Pension and Benefits:**

- 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-dates cheques
- **The LTD premiums are no longer deducted from an employee pay and therefore coverage terminates as soon as an employee is on leave of absence and is no longer in receipt of wages paid by CP.**
- **The LTD Carrier will forward to the employee a letter advising the required monthly amount to be paid in order to maintain LTD coverage. It will be the responsibility of the employee to pay these premiums directly to the LTD Carrier.**

**NOTE: In the event that no advice is received from the LTD Carrier, Mannion & Wilkins Associates, employee should contact them at 1-800-263-5621.**

- Parental leave is considered pensionable service provided the required contributions are made
- During parental leave when you receive no income from CP, deductions such as pension, benefits, employee share purchase plan, union dues, etc cannot be made. Pension contributions will be double-deducted upon your return to work

**Pay Direct Rates for Canadian Union Employees (TCRC-MWED, IBEW and CAW)  
Effective January 1, 2008**

To Maintain Benefits Coverage	Quebec Employees Amount	Ontario Employees Amount	Other Provinces Employees Amount
Extended Health/Vision	\$85.10	\$84.32	\$78.07
Life Insurance	\$12.06	\$11.94	\$11.06
Total Monthly Payment	\$97.16	\$96.26	\$89.13

**Pay Direct Rates for the TC-Local 1976-USW  
Effective January 1, 2008**

To Maintain Benefits Coverage	Quebec Employees Amount	Ontario Employees Amount	Other Provinces Employees Amount
Extended Health/Vision	\$80.23	\$79.49	\$73.61
Life Insurance	\$12.06	\$11.94	\$11.06
Total Monthly Payment	\$92.29	\$91.43	\$84.67

**Mandatory Requirements:**

- Employees are responsible for initiating the leave at least 4 weeks in advance by providing their Department Head with written notice
- Managers are responsible for advising the HRSC of the employees leave and return
- Any changes to the length of the leave should be provided in writing to the Department Head at least 4 weeks in advance of the change, when possible
- HRSC is responsible for processing the leave and providing a Record of Employment (ROE) within 5 business days of the last day of work or following the baby's birth, whichever comes first

**Personal Checklist for Employees:**

- ❑ Advise the manager and the HRSC in writing at least 4 weeks prior to the planned last day of work
- ❑ Apply for EI
- ❑ Add new baby to benefits by completing a "life event" on Manulife's website at [www.manulife.ca/groupbenefits.ca](http://www.manulife.ca/groupbenefits.ca) or call Manulife direct at 1-800-268-6195 to have a dependent addition form mailed to you
- ❑ Advise the manager 4 weeks in advance should there be any change to your planned return to work date

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

DATE

Dear Manager:

**RE: Parental (including adoption) Leave**

Please be advised that I will be starting my parental 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,