University of Waterloo
Faculty and Staff Maternity and Parental Leaves

Adding a new child to your family is an exciting time, however there can be many questions about time away from work, income available and benefits for their new family. This newsletter provides an overview of your leave and benefits. Should you have further questions or wish to arrange a meeting to discuss your situation, please contact the Benefits Coordinator, Human Resources, extension 36120 or by email to: grutledg@uwaterloo.ca

Employment Standards Act: Time Away from Work

If you have worked with University of Waterloo at least 13 weeks, you are entitled to a leave of absence and your job will be protected. If you are pregnant, you are entitled to 17-week maternity leave plus an additional 35 weeks of parental leave from work as outlined in employment standards legislation. Parents not taking a pregnancy leave, you are eligible for a 37- week parental leave from work as outlined in employment standards legislation. For further information about whether employment standards covers you, please refer to the Ministry of Labour website at http://www.labour.gov.on.ca/english/es/guide/guide_11.html

Birth mothers must begin their maternity no later than the expected delivery date of the baby or actual birth date of the baby, whichever is earliest. Parental leave must immediately follow maternity leave for birth mothers. Other parents must begin their parental leave within one year of the child's birth.

Employees working on temporary contracts should consult the Benefits Coordinator, Human Resources, extension 36120 or by email to grutledg@uwaterloo.ca .

Employment Insurance (EI): Government Provided Income during your Leave

If you have worked 600 insured hours during the 52 weeks prior to the start of your leave, you may be eligible for Employment Insurance (EI) from Human Resources and Skills Development Canada (HRSDC).

EI benefits can be paid for up to 50 weeks as follows: 2 week waiting period, 17 weeks maternity leave and/or 35 weeks of parental leave benefits. Parents may share the 35 weeks of parental leave benefits, however only one parent must satisfy the EI waiting period.

Detailed information about Employee Insurance can be accessed through the Service Canada Website http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternityparental.shtml

Applying For EI

Applying for EI can be done on-line at Service Canada website at:
http://www100.hrdc-drhc.gc.ca/ae-ei/dem-app/english/home2.html

In most cases, Human Resources will electronically submit your record of employment (ROE) to HRSDC within a week following your final day of pay from UW. Employees should consult their Payroll Benefits Assistant in Human Resources for confirmation of how their ROE will be handled. Employees working on temporary contracts must request a ROE from their Payroll Benefits Assistant in Human Resources.

UW Supplementary Income during your Leave

UW provides supplementary benefits (top-up) so that an employee's salary, together with Employment Insurance (EI), amounts to 95% of her/his salary earned immediately before the leave. To be eligible, an employee must:

- Be a regular full- or part-time UW employee for at least six months before the expected birth or adoption date, with an expected appointment duration of two years or more. In the case of definite-term appointments, the appointment duration must extend at least six months after the return to work from the pregnancy, adoption or parental leave.
- Declare in writing (through Pregnancy/Adoption/Parental Leave form 1311-12) the intention to return to work for at least six months. The form should be submitted at least three months prior to the expected date of birth or as soon as possible in the case of adoption.

Benefit:

Birth Mothers: UW Birth Leave 6 weeks of 100% income
UW Top-Up Benefit: 17 weeks of 95% income, integrated with EI. Employee must be receiving EI benefit. If both parents work for UW, they may share top-up benefit, providing both parents are claiming EI benefits.

Parents not taking a parental leave may access ten days of paid time around the birth or adoption of their child. Employees accessing this benefit must make arrangements with their department manager/chair.

Employees are required to return to work for UW for the equivalent of six months full-time in order to keep UW's top-up benefit. Employees who do not return to work for UW for the requisite time will be required to repay UW's top-up benefit.

See **UW Policy 14 Pregnancy and Parental Leaves** (including adoption) for more information.
http://www.secretariat.uwaterloo.ca/Policies/policy14.htm

You have a lifetime to work, but children are only young once.
-- Polish Proverb

Maternity/Parental Leave Procedure

Accessing your Benefit

Employees should send completed and signed maternity/parental leave form to their Payroll Benefits Assistant (PBA) in Human Resources. Birth mothers must include doctor's/midwife note indicating the baby's expected delivery date.

Forms are available on-line at: http://www.hr.uwaterloo.ca/forms/1311-1.pregnancy-adopt.pdf
Forms should be filed with Human Resources at least three months prior to the leave and as soon as possible in the case of adoption.

Eligible employees applying for UW's top-up benefit must send confirmation of EI benefit assessment to your PBA, so that your top-up benefit can be calculated and paid. Confirmation of EI benefit may include a scanned or print out of your HRDSC, My Service Canada Account page or HRDSC EI statement which may be emailed to your PBA or dropped off at Human Resources, General Services Complex, Room 115. Please be prepared that your EI assessment can take up to 4-6 weeks.

UW Employee Benefit Plans

Employees covered by UW's benefit plans must contact their PBA with name, gender and date of birth of their child to add him/her to our plans.

Helpful Hints

Grand River Hospital offers pre-birth services which includes information about hospital and community supports for families. During your appointment you will be able to file your hospital admission forms in well in advance of your expected delivery and find out more about the childbirth unit at Grand River. You are encouraged to register for an appointment well in advance of 20 weeks gestation. More information at: http://www.grandriverhospital.on.ca/patient/childbirth/pat-bir-services.cfm

Hours: Monday-Thursday 11 a.m.-6 p.m. and Friday 8 a.m. – 3:30 p.m.
To book an appointment call 519-743-4300 ext. 2792

Government Information site for accessing birth certificates, health card, social insurance card and Child Tax Credit. http://www.servicecanada.gc.ca/eng/lifeevents/baby.shtml.

Daycare on Campus

Too early to think about daycare? Daycare space for infants under age of 18 months is limited in our community and wait times can exceed 18 months. Currently, two centres on campus accept infants, Hildegard Marsden 519-885-1211 ext. 35437 and Kids & Company 519-885-4877. More information about childcare on campus:
http://www.hr.uwaterloo.ca/family-friendly/childcare/centres.html

A new baby is like the beginning of all things, hope, a dream of possibilities. ~ *Anonymous*