

Pregnancy & Parental Leave Information

October 17, 2024

Topics

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Pregnancy & Parental Leave Entitlements

MUFA Faculty

- The *Employment Standards Act of Ontario* includes the following provisions for unpaid, job-protected Pregnancy and Parental Leave:
 - Pregnancy Leave:
 - of up to 17 weeks for birth mothers;
 - your baby’s expected birth date (“due date”) must be at least 13 weeks after the date you started employment.
 - Parental Leave:
 - Up to 63 weeks for new parents, or up to 61 weeks for birth mothers who also take Pregnancy leave.
 - you must have been employed by McMaster University for at least 13 weeks before the start of the leave.
- Information about your right to take Pregnancy & Parental Leave is available in the Ontario government’s [Guide to the Employment Standards Act](#).



Pregnancy/Parental Leave – Financial Benefits

Employment Insurance “EI”

- Information about your eligibility for Employment Insurance benefits during a Pregnancy and/or Parental leave is available through the Government of Canada.
- Application for Employment Insurance (EI) benefits must be made to the Government of Canada within **4 weeks** after the first week in which there is an interruption of earnings. Failure to follow EI requirements could result in a delay or denial of EI benefits.



Pregnancy/Parental Leave – Financial Benefits

Supplementary Unemployment Benefit “SUB”

- **Pregnancy Leave**

1st to 17th week, inclusive, the University will pay 95% of regular salary less the maximum amount of weekly pay any employee is eligible to receive in accordance with the Employment Insurance Act (the “EI Max”), regardless of whether or not such amount is actually received. *

- **Parental Leave**

1st to 19th week, inclusive, the University will pay 95% of regular salary less the maximum amount of weekly pay any employee is eligible to receive in accordance with standard parental benefits provisions of the Employment Insurance Act (the “EI Max”), regardless of whether or not such amount is actually received. *

- **Pregnancy and Parental Leave Combined**

The maximum financial benefits through a combination of pregnancy and parental leaves is 36 weeks (17 + 19).

*If your EIA entitlement is less than the EI Max, your weekly payment from the University will be 95% of regular salary less the amount of the actual EIA entitlement.

As EI and SUB payments are taxed separately and at a lower rate, you may wish to contact us about temporarily increasing the amount of tax deducted from your SUB payments.

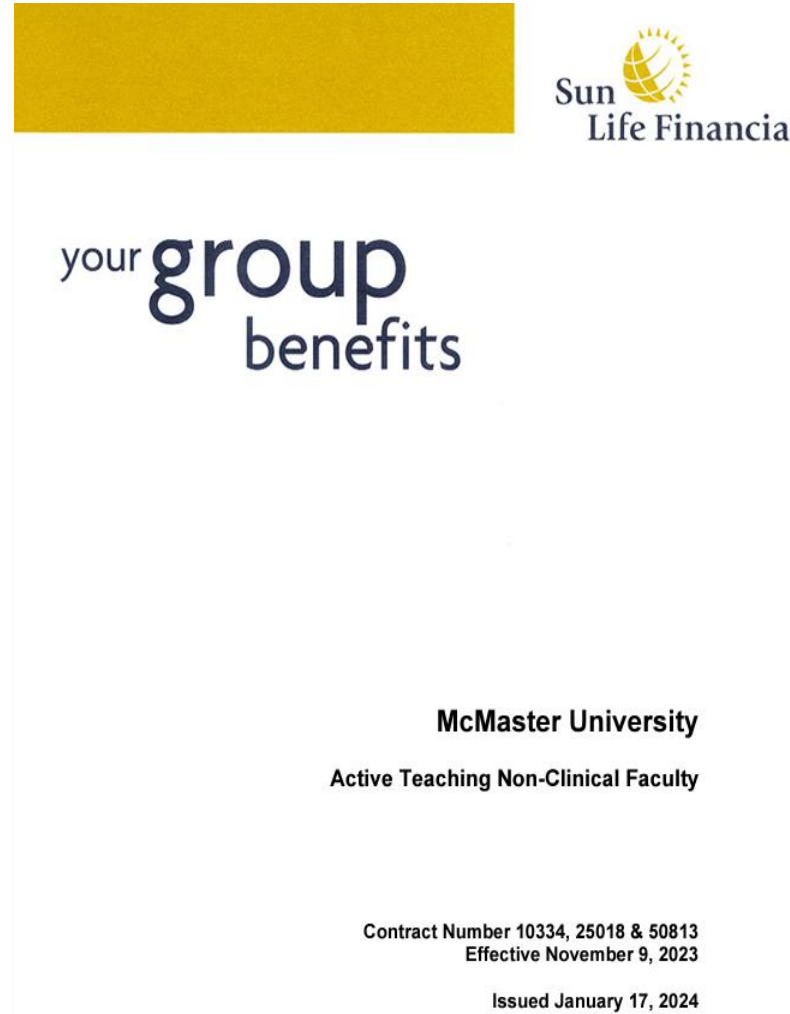
Pregnancy/Parental Leave – Continuation of Benefits and Pension Contributions

Group Benefits

- While on leave you remain eligible for:
 - Extended Health
 - Dental
 - Basic Group Life Insurance coverage.
- Your remaining benefits are dependent upon your payment of the premiums:
 - Long Term Disability (“LTD”)
 - any optional insurance you may have (i.e. Optional Life Insurance, Accidental Death & Dismemberment “AD&D”)

Pension

- While on leave you remain eligible to participate in the McMaster Pension Plan provided you continue to pay your share of the pension contributions.



Continuation of Benefits

- You will receive a pregnancy/parental leave package approximately 1 month in advance of your leave explaining your benefit entitlements and instructions on how to choose the continuation of optional benefits and pension while on leave.

Employee and Family Assistance Program – Telus Health

Record of Employment "ROE"

A Record of Employment (“ROE”) will be issued electronically to Service Canada after you receive your last regular pay deposit.


- Once available, you can access your ROE online via your “My Service Canada Account”.
 - <https://www.canada.ca/en/employment-social-development/services/my-account.html>
- Your EI application will be assessed by Service Canada once the ROE has been uploaded from McMaster

The image shows a sample Record of Employment (ROE) form. The form is titled "RECORD OF EMPLOYMENT (ROE)" and contains various fields for employer and employee information, dates, and a table of earnings. The employer is "SILVERLION ST" and the employee is "Employee Name". The form includes a table with columns for "WEEK", "START DATE", "END DATE", "DAYS", "GROSS PAY", "DEDUCTIONS", and "NET PAY". The table shows earnings for weeks 1 through 13. The form also includes sections for "TOTAL GROSS PAY", "TOTAL DEDUCTIONS", and "TOTAL NET PAY".

WEEK	START DATE	END DATE	DAYS	GROSS PAY	DEDUCTIONS	NET PAY
1	2023-08-27	2023-09-02	5	3,450.00	300.00	3,150.00
2	2023-09-03	2023-09-09	5	3,450.00	300.00	3,150.00
3	2023-09-10	2023-09-16	5	3,450.00	300.00	3,150.00
4	2023-09-17	2023-09-23	5	3,450.00	300.00	3,150.00
5	2023-09-24	2023-09-30	5	3,450.00	300.00	3,150.00
6	2023-09-30	2023-10-06	5	3,450.00	300.00	3,150.00
7	2023-10-07	2023-10-13	5	3,450.00	300.00	3,150.00
8	2023-10-14	2023-10-20	5	3,450.00	300.00	3,150.00
9	2023-10-21	2023-10-27	5	3,450.00	300.00	3,150.00
10	2023-10-28	2023-11-03	5	3,450.00	300.00	3,150.00
11	2023-11-04	2023-11-10	5	3,450.00	300.00	3,150.00
12	2023-11-11	2023-11-17	5	3,450.00	300.00	3,150.00
13	2023-11-18	2023-11-24	5	3,450.00	300.00	3,150.00

Initiating Your Leave – Request for Leave of Absence Form

- To notify Human Resources of your intent to take a Pregnancy and/or Parental leave, the following completed Request for Leave of Absence form must be submitted to HR (hr.mcmaster@mcmaster.ca), a minimum of two weeks before the start date of your leave. Two months' notice is preferred.
- For Employment Insurance purposes, we recommend that you start your Pregnancy/Parental Leave on a Sunday and end it on a Saturday
- <https://hr.mcmaster.ca/app/uploads/2019/02/REQUEST-FOR-LOA-Aug-2011-1-40.pdf>
- Your HR Operations Consultant will prepare and send you a customized leave information package.
 - Package will include:
 - Estimated costs to continue optional benefits and pension
 - Supplementary Unemployment Benefit "SUB" payment details
 - Adding your child to your benefits
 - Additional forms to complete



REQUEST FOR LEAVE OF ABSENCE
PLEASE COMPLETE AND FORWARD TO
HUMAN RESOURCES SERVICES

	NAME	I.D. NUMBER	DATE OF EMPLOYMENT	POSITION
B	DEPARTMENT	CAMPUS ADDRESS	EXTENSION	LAST DAY WORKED
C	I REQUEST A LEAVE OF ABSENCE FROM _____ TO _____ INCLUSIVE. REASON FOR LEAVE: _____			
D	EMPLOYEE'S SIGNATURE: _____			DATE: _____
E	IN CASE OF PREGNANCY/PARENTAL LEAVE FOR A CONTINUING EMPLOYEE: It is my intention to return to work in my department at the end of the above mentioned period of pregnancy leave. EMPLOYEE'S INITIALS: _____			
F	IN CASE OF PREGNANCY/PARENTAL LEAVE FOR AN EMPLOYEE UNDER A LIMITED TERM APPOINTMENT: Appointment end date: _____ I understand that if I qualify for benefits under the SUB plan, my entitlement to those benefits will cease on the end date of my appointment, unless the appointment is extended. EMPLOYEE'S INITIALS: _____			

Changing Leave Dates

Pregnancy Leave

- You can change the start date of your pregnancy leave to **an earlier or later date** than you originally requested on your Leave of Absence form
 - the earliest a pregnancy leave can begin is 17 weeks before the due date.*
 - the latest the leave can begin is the day the baby is born.

Parental Leave

- You can change the start date of your parental leave to **an earlier or later date** than you originally requested on your Leave of Absence form
- the earliest a parental leave can begin is the week of your child's date of birth.*
- You must give your supervisor written notice of at least two weeks before the **new earlier or later date**.
- You may want to return to work from leave later than the date you requested on your Leave of Absence form. In this case, you must give your supervisor new written notice at least **four weeks** before the date you were originally going to return.

* However, unless the University agrees, you cannot schedule a new return date that would result in you taking a longer leave than you are entitled to under the *Employment Standards Act, 2000* ("ESA").

Checklist

- Complete **Request for Leave of Absence form**
- Send **Request for Leave of Absence form** to HR Operations hr.mcmaster@mcmaster.ca
- Notify Parking Services (if applicable) to suspend parking while on leave
- Review leave package and send completed forms to hr.mcmaster@mcmaster.ca
- Complete Employment Insurance Application with Service Canada
- Submit EI Account statement if EI entitlement is less than the assumed EI maximum to hr.mcmaster@mcmaster.ca
- Add your child to your benefits – complete the Extended Health & Dental enrollment form and send to hr.mcmaster@mcmaster.ca



Additional Resources and Links

McMaster's Statutory Leaves of Absence Page

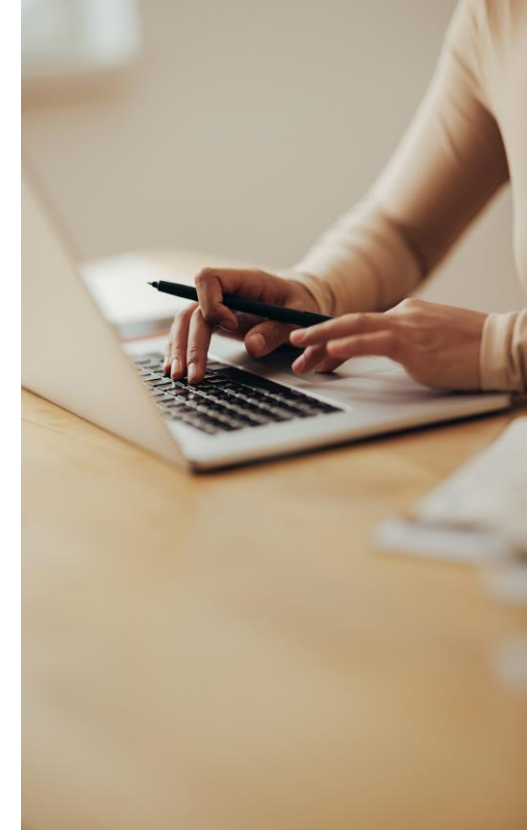
- <https://hr.mcmaster.ca/employees/life-events/statutory-leaves-of-absence/>

Pregnancy and Parental Leaves Policy for Faculty and MUFA Librarians

- <https://secretariat.mcmaster.ca/app/uploads/SPS-C4-Pregnancy-and-Parental-Leave-Faculty-MUFA-Librarians.pdf>

EI Benefits

- <https://www.canada.ca/en/services/benefits/ei/ei-regular-benefit.html>



HR Operations – Contact & Support

Employee Contact Centre

Email: hr.mcmaster@mcmaster.ca

Call: (905) 525-9140 ext. 222HR

In Person: Gilmour Hall, Room 304
Hours: Mon to Fri, 8:30am - 4:30pm





Questions?



Thank you!