



# GTA Pregnancy/Parental/Adoption Leave Benefit Application Form

Record #

Western University Human Resources Services, SSB 4159

v. 04/22

This is an application form for paid pregnancy or parental leave benefits for eligible members of the GTA. For details on this benefit please refer to Article 25 of the GTA Collective Agreement.

Submit your completed application in advance of the leave. [Submit to Human Resources by using ASK HR.](#) Human Resources will respond to advise on the status of the application and any next steps..

Pregnancy Leave     
  Parental / Adoption Leave     
 Employee Group:

Employee ID (same as student ID): \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Expected date of birth / custody: \_\_\_\_\_  
day/month/year

Leave start date: \_\_\_\_\_  
day/month/year

Leave end date: \_\_\_\_\_  
(inclusive) day/month/year

Note: Pregnancy Leave may begin up to 17 weeks prior to the expected date of birth. If you also qualify for Employment Insurance (EI) benefits from Service Canada these may not be payable more than 12 weeks before your expected due date. A Parental/Adoption Leave cannot begin before the child is born/comes into your care & control.

It is up to the GTA to evaluate their options in determining how to proceed with their employment and/or academic leave plans and any application for benefits which they may be eligible for.

To apply for a leave of absence from your studies please [visit the SGPS website.](#)

I hereby apply for the pregnancy/parental/adoption leave benefit in accordance with The University of Western Ontario benefits for Graduate Teaching Assistants (GTAs). I understand that my paid benefit is up to 20 weeks or the length of my leave, whichever is less.

\_\_\_\_\_  
Date

\_\_\_\_\_  
GTA Signature

### To be completed by Human Resources Services:

Application Evaluated By:  Confirmed Funding Pd:  HR Communicated Decision to Applicant:   
day/month/year

GTAship Monthly Rate  GTA Weekly Hours: 0.00

SEIB Estimated 100% GTAship monthly rate (2 wks) \$0.00 55% GTAship monthly rate (up to 15 wks) \$0.00

Eligible Period of GTA Pregnancy/Parental Benefit (maximum 20 weeks):

0-Jan-00 to 19-May-00 inclusive = 20 weeks

## **Information Regarding Pregnancy/Parental/Adoption Leaves for GTAs**

This summary has been prepared by Human Resource Services to assist those Graduate Teaching Assistants ("GTAs") seeking information regarding benefits that may be available to them during a pregnancy, parental or adoption leave. **Please refer to Article 25.03 to 25.09 of the GTA Collective Agreement for full details.**

### **Eligibility:**

- As employees, GTAs may be eligible for Pregnancy and Parental Leave in accordance with the *Employment Standards Act*.
- Only GTAs who have been employed as a GTA for **at least one term** prior to the commencement of the leave may be eligible for paid benefits in accordance with the GTA Collective Agreement.
- In order to be eligible for paid benefits, the GTA must be on a pregnancy, parental or adoption leave from an active GTA appointment. However, a GTA may be eligible to receive paid benefits where the expected date of delivery or adoption occurs after, but within eight (8) months of, the expiry of the GTA's contract provided that upon the date of the leave, the GTA meets the department and program conditions for funding and progression.

### **Leave:**

- Pregnancy leave may be for a period of seventeen (17) weeks.
- Parental leave will be extended to any GTA who becomes a parent of a newborn or newly adopted child(ren). Parental leave, when taken by a female GTA, must immediately follow a pregnancy leave and may be for a period up to sixty-one (61) weeks. Parental leave may be for a period of sixty-three (63) weeks (must be a combined total of 63 weeks for a GTA couple).
- Parental leave must conclude no later than seventy-eight (78) weeks after the child is born or comes into the care and control of the parent for the first time.
- A GTA must inform the person designated by the Department, School or Faculty where the GTA works, in writing, of his or her plans for taking leave at least four (4) weeks in advance of the start of the leave.
- While on pregnancy or parental leave, a GTA must also be on leave from any other appointments held with the University.

### **Paid Benefits:**

- Eligible GTAs will receive the following paid benefits for up to seventeen (20) weeks – 100% of the employee's weekly GTAship rate for the first two (2) weeks, and 55% of the employee's weekly GTAship rate for the remaining period.
- **Note that receipt of these paid benefits may conflict with Tri-Council or similar benefits. It is the responsibility of the GTA to ensure he or she is in compliance with any external funding restrictions or requirements.**
- To apply for the paid benefits, a GTA must complete and forward the **GTA Pregnancy/Parental/Adoption Leave Benefit application form** to [Human Resources](#).
- If the GTA meets all of the eligibility requirements, the paid benefits will be direct deposited on the regular monthly pay date.

### **Inquiries:**

For more information on academic leaves of absence please refer to the [School of Graduate and Postdoctoral Studies \(SGPS\) website](#).

If you have questions regarding the paid benefits please [contact Human Resources using ASK HR](#) or at 519-661-2194.