Planning Checklist for Western Pregnancy/Parental/Adoption Leave

4-6 MONTHS IN ADVANCE OF THE BABY’S ARRIVAL

☐ Determine eligibility for Supplemental Employment Insurance Benefits (SEIB) - paid by Western:
  o Review the collective agreement or association policy for your employee group to understand your entitlements.
  o Complete an online form to make an inquiry about eligibility for SEIB.
  o Check with Service Canada on your eligibility for Employment Insurance (EI). You must be in receipt of EI benefits in order to receive SEIB payments from Western.
  o PMA, UWOSA, CUPE, UWOPA employees: Your collective agreement or association policy requires you to return to the University at the end of the paid leave for at least six months or you must reimburse the University in full for all SEIB payments made.

☐ Plan Pregnancy Leave (max. 17 weeks - started as many as 8 weeks before due date)
  o Must start by the earlier of the birth date or due date, as determined by physician. If baby is not born by the due date, your leave must still commence on/by the due date.
  o Pregnancy Leave benefits paid by EI can be claimed only by the birth mother.

☐ Plan Parental/Adoption Leave (max. 35 weeks if following pregnancy leave, otherwise 37)
  o Parental Leave cannot be started before the birth/custody of the child.
  o Parental Leave benefits paid by EI can be shared between both parents.

☐ Plan completion date: Your paid Pregnancy/Parental/Adoption Leave must be completed within the EI eligibility period, usually within 52 weeks of the birth/custody of the child.

☐ Vacation: Discuss any plans to use vacation after your leave with supervisor/department.

3 MONTHS IN ADVANCE OF THE START OF YOUR LEAVE

My expected due date is: ________________________

☐ Send a doctor’s or midwife’s note to Human Resources (HR) confirming expected due date.

☐ Provide written notice to your department of your plan to take leave. See template.
  o If you change the start date of your leave, provide at least two weeks written notice to your department/faculty and to HR. If the baby arrives early, you must still notify your department and HR, but the notice period does not apply.

☐ Apply for Supplemental Employment Insurance Benefits through Human Resources.
  Initiate this by submitting the online form on the main page of the Leave website. HR will confirm the following details:
  o My benefit level is: Two weeks at _____% of regular full-time salary and;  
    _____ weeks at 95% of regular full-time salary minus EI
  o My last day of work will be: ________________________________

Human Resources will provide you with the following dates based on your eligibility and request:
  o Pregnancy Leave start date: ________
  o Pregnancy Leave end date: __________
  o Parental Leave start date: __________
  o Parental Leave end date: __________
Important: Your department will need the above dates to submit a “Leave/Irregular Work Week Form” to HR. If dates change please advise your department and HR immediately.

WHEN THE LEAVE STARTS

Apply for Employment Insurance benefits as soon as possible after your leave begins. Delaying your application for EI beyond four weeks could jeopardize your benefits.

- After applying on-line at www.servicecanada.gc.ca, you will receive a benefit statement in the mail. An access code provided in the statement will allow you to register for your personal “My Service Canada Account”. The Service Canada Centre is at 457 Richmond Street, London, at Queens Ave. For EI information call 1-800-206-7218.
- If the baby arrives earlier than the planned leave start date, then your leave must begin on this earlier date. Advise your department and HR of this change immediately.
- The EI benefit: after a two-week unpaid waiting period, EI pays 55% of EI insurable earnings up to maximum of $514 per week (in 2014) for fifty weeks.

Record of Employment (ROE)

- The EI application will request a ROE. Western will file your ROE electronically with Service Canada following your final regular pay. If you apply for EI before the ROE is filed, your application will be processed as soon as Service Canada receives the ROE.

Provide confirmation of EI Benefits

- In order to receive the SEIB benefit from Western you must be receiving EI. Provide HR with a copy of the “My Current Claim” screen, stating the weekly EI benefit rate (before tax). This information is available online in your “My Service Canada Account”. It should be emailed to HR at hrhelp@uwo.ca or faxed to 519-661-4104 or mailed to Human Resources, SSB Room 5100, London ON N6A 3K7.

How to access your online Service Canada Account and provide proof of your EI benefits

1. At www.servicecanada.gc.ca select “Access My Service Canada Account”.
2. Login to your account using your user ID and password. Note: If you do not have a user ID and password, click on “Register Now”. Using the Access Code that was mailed, register for a “My Service Canada Account” and establish a user ID and password.
3. When you are logged in to your “My Service Canada Account”, click on “View My Current EI Claim” and print a copy. Forward this to Human Resources.

Review income tax deductions – each source of income (Western, Service Canada) will deduct taxes from your payment as though it is your only source of income. The taxes withheld may not be sufficient to meet your true tax obligation. Consider increasing the amount of tax withheld. You may change the amount of tax withheld by Western online at My Human Resources.

This document is provided for information and planning purposes for Western employees. Every effort has been made to ensure its accuracy, but if any conflict exists between the information on this document and the provisions of your collective agreement or applicable legislation, the collective agreements or legislation prevail.