

# 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:
  - Review the collective agreement or association policy for your employee group to understand your entitlements.
  - Complete the [Pregnancy/Parental Leave Information Request Form](#) online to make an inquiry about your eligibility for SEIB.
  - Check with [Service Canada](#) on your eligibility for Employment Insurance (EI). **You must be in receipt of EI benefits to receive SEIB payments from Western.**
  - PMA, SAGE, UWOSA, CUPE, IUOE, PSAC local 611 and OPSEU employees: Your collective agreement or association policy requires you to return to the University at the end of your leave for at least six months or you must reimburse the University in full for all SEIB payments made.
  - Note: SEIB benefits are paid only for weeks during which EI maternity or parental benefits are paid by EI.
- Plan Pregnancy Leave** (max. 17 weeks - started as early as 17 weeks before due date)
  - 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.
  - Maternity benefits paid by EI can be claimed only by the birth mother as early as 12 weeks before the due date.
- Plan Parental/Adoption Leave** (max. 61 weeks if following pregnancy leave, otherwise 63 weeks)
  - Parental Leave cannot be started before the birth/custody of the child or more than 78 weeks after the birth/custody of the child.
  - 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 78 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

- Apply for Supplemental Employment Insurance Benefits** through Human Resources. Initiate this by submitting the [Pregnancy/Parental Leave Information Request Form](#) found on the main page of the Leave website. HR will confirm your eligibility for SEIB including the benefit level you can expect to receive and will provide you with an Application Form for Pregnancy/Parental/Adoption Leave Benefits to finalize your request.
- Complete and return the Application Form for Pregnancy/Parental/Adoption Leave Benefits along with a doctor's or midwife's note to Human Resources (HR)** confirming your expected due date.
- Provide written notice** to your department of your plan to take leave. [See template](#). If you change the start date of your leave, provide at least two weeks written notice to your department/faculty and to HR.

## 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.canada.ca](http://www.canada.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 before your planned leave start date, then your leave must begin on this earlier date. Advise HR and your department of this change immediately.

**Record of Employment (ROE)**

- The EI application will request a ROE. Western will file your ROE electronically with Service Canada. 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 maternity or parental benefits. Provide HR with a copy of the “My Latest Claim” screen, stating the weekly EI benefit rate (before tax). This information is available online in your “My Service Canada Account”. You may [submit the screen to Human Resources using ASK HR](#).

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

1. At [www.canada.ca](http://www.canada.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](#). If you request additional taxes, remember to change it back when you no longer need it!
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If you require this document in an alternate format, please [use ASK HR to contact Human Resources](#).

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