

MATERNITY LEAVE/ SUPPLEMENTAL EMPLOYMENT BENEFITS (S.E.B.) APPLICATION INFORMATION FOR CUPE 947

- Please visit [Service Canada](#) for information regarding Maternity and Parental/Adoption Employment Insurance (EI) Benefits.
- Ensure that you review your [CUPE 947 Collective Agreement](#), specifically Article 24.06-10 (Pregnancy Leave), (Parental Leave for Birth and Adopting Parents), (Paternity, Adoption Placement and Guardianship Leave), (Additional Parental/ Adoption Leave), (Maintenance of Fringe Benefits for Pregnancy, Parental and Adoption Leave), as well as LOU #9 (Local Table Bargaining Funds).
- **Apply** for your Maternity/Parental leave by accessing the [Leave Intentions App](#) on the District staff portal. You must enter your leave details for the Maternity Leave and Parental Leave portions separately, indicating the start and end dates of each leave. **Upload** your medical documentation from your doctor/midwife stating the expected due date of your child. Alternatively, you may email your documentation directly to the [HR Advisor \(Attendance Support and Employee Wellbeing\)](#). (Please note: Access to your confidential documentation is limited to Authorized HR Personnel only).
- Your Service Canada leave dates **must match** the dates that you enter in the Leave Intentions App. The Service Canada calendar week is from Sunday to Saturday; therefore, all Service Canada maternity leaves **must begin on a Sunday**. Whether you apply for a 12-month or 18-month maternity/parental leave with Service Canada, you must match and apply for the same duration with the district.
- Apply to [Service Canada](#) as soon as possible after you stop working. If you apply more than 4 weeks after your last day of work, you may lose benefits.
- A Staffing Notification confirmation is emailed to you when your leave request has been approved.
- Top-Up: Support Staff on a continuing contract or in a long-term temporary assignment, who are in receipt of EI maternity benefits are eligible to receive 90% of their current salary for the first week of the leave.
 - Support Staff on a continuing contract or in a long-term Temp assignment, who are in receipt of EI maternity benefits for **12 months** are eligible to receive the difference between the EI amount and 90% of their current salary for a further 16 weeks, for those weeks that fall within the school year (September – June).
 - Support Staff on a continuing contract or in a long-term Temp assignment, who are in receipt of EI maternity benefits for **18 months** are eligible to receive the difference between the EI amount and 78% of their current salary for a further 16 weeks, for those weeks that fall within the school year (September – June).

- All top-up calculations are prepared based on your Service Canada claim start date. To qualify for this top-up, you must **forward a copy** of your Service Canada **claim approval form(s)** that confirms the start date and the approved benefit amount, to the Payroll Department.
- Your maternity benefits El claim cannot start earlier than 12 weeks before your due date and no later than the later of either your child's birth or 17 weeks after your due date. Your requested maternity/parental dates may be adjusted to coincide with the dates of your approved claim with Service Canada.
- The Payroll Department will send an electronic **Record of Employment (ROE)** directly to Service Canada as soon as your last pay has been processed.
- If your child is born during the summer months (July or August) and you are a 10, 10.5, or 11 month employee, your top-up will commence, or re-commence, on your return to work scheduling guideline date for the number of weeks remaining on your El maternity claim (not to exceed 16 weeks in total), e.g.:
 - ♦ *If your child is born in early July and your maternity claim commences on the next Sunday in July, there is no top-up for the remaining weeks of summer (eg. 4- 9 weeks). As such, you may only be eligible to receive 5- 10 weeks of top-up of your El payment starting on your return to work scheduling guideline date.*
 - or
 - ♦ *If your child is born on June 1st and your claim commences on June 1st, you would receive approximately 4-6 weeks of top-up for the month, then there are 4-9 summer weeks (no top-up). As a result, you would likely only receive 3-6 weeks of top-up starting on your return to work scheduling guideline date.*

Given the above, it is important that you plan the timing of your claim submission accordingly. Note that you must contact Human Resources to have your maternity/parental leave start date adjusted to match the Service Canada claim dates.

- Be prepared for a delay in receiving your first payment from the District as the top-up is based on the El Claim Form and on average it takes between 4-6 weeks for Service Canada to process the application.
- Please provide Human Resources with one month's notice of the date of returning to work.
- **Important Links:**

Support Staff Support/S.E.B. Plan Payroll
 Maintaining your fringe Benefits
 Leave Support Assistance Human Resource Services
 El Claim Information Service Canada
CUPE 947 Office