APSA Pregnancy and Parental Leave

AD10.08 Leaves With and Without Pay, 9. Maternity and Parental Leave

Birth Mothers

You are entitled up to:

- 17 consecutive weeks of pregnancy leave, and
- 35 consecutive weeks of standard parental leave or 61 consecutive weeks of extended parental leave taken immediately after the pregnancy leave

You must provide at least 4 weeks’ written notice prior to starting your leave. It should be addressed to your supervisor and must contain the following information:

- The start and end dates of your pregnancy leave – your pregnancy leave may commence up to 12 weeks prior to the projected date of birth
- The start and end dates of your parental leave
- The date of your return to work
- A note from your doctor or midwife indicating the expected probable date of birth

If you plan to take any vacation in conjunction with your leaves, please specify those dates in your letter. Please note that vacation time must be pre-approved in accordance with AD10.08.

This letter will be electronically submitted to Human Resources through an ePAR by your supervisor to initiate the leave process.

If your baby is born before your pregnancy leave is due to start, the date of birth then becomes the first day of your pregnancy leave. If this happens, it is imperative that you notify your HR Assistant as soon as possible so your leave dates can be adjusted accordingly.

Non-Birth Parents and Adopting Parents

You are entitled up to:

- 37 consecutive weeks of standard parental leave or 62 consecutive weeks of extended parental leave taken within 52 weeks or 78 weeks, respectively, of the baby’s birth or the official date of custody of the adoptive child

You must provide at least 4 weeks’ written notice prior to starting your leave. It should be addressed to your supervisor and must contain the following information:

- The start and end dates of your parental leave
- The date of your return to work
- A copy of the baby’s birth certificate* or adoption papers

If you plan to take any vacation in conjunction with your leaves, please specify those dates in your letter. Please note that vacation time must be pre-approved in accordance with AD10.08.
This letter will be electronically submitted to Human Resources through an ePAR by your supervisor to initiate the leave process.

*If you intend on taking parental leave as soon as the baby is born, you will not have the birth certificate readily available. In this case, please provide a note from your doctor or midwife indicating the expected probable date of birth. HR will temporarily place you on unpaid leave until documentation is provided. Once we receive a copy of the birth certificate, your HR Assistant will amend the unpaid leave to parental leave. This will not affect your eligibility for Employment Insurance.

**Maintenance of Benefits While On Leave**

Once your written notice is received by Human Resources, your HR Assistant will issue a letter confirming your leave dates and to provide details of your benefits during your absence. While on leave, SFU will continue to pay the employer portion of your benefit premiums and you will be responsible for paying the employee portion that is normally deducted from your pay. After receiving the confirmation letter, you must make arrangements to pay for your share of benefit premiums as soon as possible. A benefit authorization form will accompany your letter which details the amount owed. Finally, you will receive a Pacific Blue Cross Change Form to add your baby to your extended health and/or dental plan (if applicable). You must complete and return the Change Form within 60 days of the baby’s birth.

**Employment Insurance**

After receiving your last pay cheque, Payroll Services will electronically file your Record of Employment (ROE) directly to Service Canada so you can apply for Employment Insurance (EI). You should apply for EI Maternity and Parental Benefits through Service Canada as soon as you stop working. For more information on the application process, please visit [https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html](https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html).

**Requesting Top-Up Reimbursement**

Once you are back at work, you may submit a written request to your HR Assistant for a top-up of the difference between your Employment Insurance (EI) benefits received and your Normal Salary to a maximum of 35 weeks. In your request, you must include a summary of EI payments received stating the GROSS weekly amount. To retrieve this statement, log onto “My Service Canada Account” and going to My Past Claims>My Past Claims Details.

If you were not eligible for EI, you may submit a request to your HR Assistant for a reimbursement of 40% of your Normal Salary for the duration of your maternity and/or parental leave to a maximum of 35 weeks.

If you have any questions about pregnancy and/or parental leave or the top-up process, please contact benefits@sfu.ca.