

## Leave of Absence Form – Maternity/Parental Leave

Full Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Department: \_\_\_\_\_ Status: ☐ Full-time ☐ Part-time

Group: ☐ Academic ☐ Administrative ☐ Support

Reason for Leave: ☐ Maternity ☐ Parental

Type of Parental Leave: ☐ Standard ☐ Extended

Date Last Worked\*: \_\_\_\_\_ Leave Start Date: \_\_\_\_\_

Leave End Date: \_\_\_\_\_ Return to Work Date\*: \_\_\_\_\_

\* EI Benefits are not paid for partial weeks

\*\* If you are taking vacation at the end of your leave, you will be considered back to work on the first day of your vacation.

---

### Note for Academic Employees:

Please note, during your normal vacation period, you will be entitled to EI benefits only. You will be owed a deferred amount representing vacation. More details will follow in a letter from the Benefits Administrator.

---

### CAAT Pension Plan:

☐ I would like to continue to have pension deducted from my top-up earnings during my leave

☐ I will not be purchasing my leave of absence period

Please note, that if you decided to purchase your leave service later than six months after returning from your leave, you will be responsible for both the employee and employer contributions.

---

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VP, Academic Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

HRC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* For Academic leaves only

Please ensure the signed form is submitted to the Organizational Effectiveness and Human Resources (OEHR) department at least six weeks prior to the start date of your leave.

If you require assistance, please contact the Benefits Administrator, [benefits@flemingcollege.ca](mailto:benefits@flemingcollege.ca)

---

#### **Information Regarding Maternity/Parental Leaves:**

- An electronic Record of Employment (ROE) will be issued and forwarded to Service Canada to expedite your application process. You will be mailed a copy of the ROE for your records. Please note, EI benefits are not paid for partial weeks. Your leave must start the day your child is born, at the latest. For more information on EI benefits, please visit [Service Canada](#).
- If you are eligible for top-up earnings, please forward proof of eligibility to receive EI benefits as soon as it is received. Once it is received by Payroll, your top-up earnings will be processed on the next pay period. Please [email](#) or fax to 705-749-5522 this information to the Payroll Administrator.
- Because you will be receiving compensation from various sources (EI, Fleming College), you may consider increasing the amount of tax deducted through your pay. This would help to offset the potential underpayment of taxes throughout the year that may result in your owing money to CRA when you file your income tax return. If you wish to do so, please complete and submit an updated TD1 form to Payroll requesting to have additional tax deducted during your leave. You may also want to inquire about the tax amount deducted from your EI payments and increase this amount, if necessary.
- A Leave notification and purchase request within 6 months from end of leave – Pregnancy, Parental or Adoption Leave form will be submitted to the CAAT Pension Plan to document your leave. This form will be used to outline your deemed earnings and contributions.
- To add a child as a dependent under your benefit plan, please contact the Benefits Administrator within 31 days of the child's birth.