

Maternity/Parental/Adoption Leave Arrangements

- To allow sufficient time for arrangements to be made, please discuss the leave of absence with your supervisor at least four months prior to the beginning of your leave.
- Document your leave arrangements using the Leave of Absence Form – Maternity/Parental Leave and provide to your supervisor, outlining things such as:
 - Leave start and end dates
 - Whether you will be taking vacation prior to, or at the end of your leave, including dates of vacation.
- For maternity leave, you must provide the College with a note from your health care provider indicating the expected date of delivery.
- For parental/adoption leaves, you must provide the College with proof of your child's birth or placement with you.
- At the commencement of your leave, a Record of Employment (ROE) will be forwarded to Service Canada. This is required as part of your application for maternity/parental/adoption benefits with Service Canada. Your salary from the College will cease being paid until you have submitted proof of approval of EI Benefits.
- Once you have received approval of EI benefits from Service Canada, as well as the amount of benefit, please submit to the Payroll Administer, payroll@flemingcollege.ca, to allow the maternity/parental top-up payments to begin. Any missed payments will be paid retroactively.
- If you are eligible for top-up allowance, the first and final weeks will be paid at 93% of regular earnings. For the remaining weeks, you will receive the top-up amount (93% regular earning, less the EI benefit amount). Please note, if you have elected the extended leave, the top-up amount will be based on the 55% EI benefit amount. Details will follow in a letter from the Benefits Administrator.
- *For academic employees only:*
The SUB top-up payable to an employee during pregnancy/parental leave is a benefit that is received while on an unpaid leave from the College. During the duration of the leave, you will not be accruing vacation pay, however you will continue to accrue vacation time. You have the choice to take the *full* two months of vacation at the time of your leave or forgo it completely. A partial vacation period cannot be taken.

At the start of the pregnancy/parental leave, your earned vacation pay for time worked in the current academic year, may be paid out as a lump-sum payment. Otherwise, you may choose to defer the receipt of the earned vacation pay if you plan to take your vacation time owed at the end of the pregnancy/parental leave. Should you choose to receive the vacation pay as a lump sum prior to your leave and take the vacation time at the end, this vacation time will be unpaid.

- 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.



CAAT Pension Plan:

If applicable, you may elect to continue to pay your pension directly from your top-up payments you will receive from the College.

You may also purchase this service at the end of your leave in a lump sum payment. The College will be their share and you will be responsible for your share of the cost. By purchasing your leave, your pensionable service with the CAAT Pension Plan will be continuous and not show any interruption of service for retirement purposes.

Sun Life Group Benefits:

- All benefits currently in force will be maintained with you and the College assuming the same cost share arrangements.
- To add a child as a dependent under your benefit plan, please contact the Benefits Administrator within 31 days of the child's birth.

Vacation Entitlement:

You will be entitled to your normal vacation entitlement during the period you are on maternity/parental leave. If you should choose to take additional unpaid leave, which has been approved prior to the commencement of your leave, entitlement will not be earned during this period. Please discuss vacation planning directly with your supervisor to ensure you have obtained their approval prior to finalizing your maternity/parental leave.

Miscellaneous Payroll Deductions:

Deductions, including but not limited to United Way, Parking, Social Fund, will cease on the pay immediately prior to the commencement of your leave.

Leave of Absence Form:

Please ensure you complete the Leave of Absence Form – Maternity/Parental Leave, and have your manager approve it. This form is to be sent to the Organizational Effectiveness and Human Resources (OEHR) Department to ensure all applicable arrangements are made for your salary and benefits during your leave. Please ensure this form is submitted to the OEHR at least four weeks prior to the commencement of your leave.

Should you require further information assistance, please contact your Human Resources Consultant or the Benefits Administrator, benefits@flemingcollege.ca