

Pregnancy/Parental/Adoption Leave: Information for Employees



This guide provides important information to help you prepare for your upcoming pregnancy, parental or adoption leave. It outlines the steps you must take in advance, what to expect during your leave, and how your pension, benefits, and pay will be impacted. Please read each section carefully and contact the appropriate representative if you have any questions or need to make arrangements.

Planning Your Leave

To allow sufficient time for processing and approvals, please begin discussions about your leave of absence with your supervisor at least four months before your anticipated leave date. You will be required to complete a Leave of Absence – Pregnancy/Parental Leave form and submit it to your supervisor. This form should clearly outline your intended leave start and end dates and indicate whether you plan to take any vacation immediately before or after your leave, including the specific dates of that vacation.

For pregnancy leave, you must also provide a note from your health care provider confirming the expected date of delivery. For parental or adoption leave, you must provide proof of your child's birth or official placement documentation.

Employment Insurance (EI) and Record of Employment (ROE)

At the start of your leave, a Record of Employment (ROE) will be submitted to Service Canada in accordance with their guidelines. This is required as part of your application for maternity, parental, or adoption benefits. Your salary from the College will pause at this time and will not resume until you provide proof of approval for EI benefits.

Once you receive confirmation from Service Canada – including the approval and the benefit amount – you must submit this information to [Total Rewards](#). This will allow for the processing of any applicable top-up payments from the College. If there is a delay, any missed top-up payments will be paid retroactively once documentation is received.

Top-Up Benefits

If you are eligible for top-up allowance, the College will provide supplement income in accordance with the provisions outlined below.

If a waiting period applies to your EI benefits, the College will pay 93% of your base salary for both the first and final weeks of your leave. For the remaining weeks, you will receive a top-up amount equal to 93% of your regular earnings minus the EI benefit you receive.

If no waiting period applies, you will receive a top-up of 93% of your regular earnings minus the EI benefit you receive, with the final week paid at 93% of the base salary.

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Employees who choose the extended leave option will receive a top-up that is based on the standard leave duration and the 55% EI benefit amount. In this case, the total top-up amount will be prorated across the full duration of the extended leave.

In all cases, top-up payments are spread evenly over the approved period of your leave.

CAAT Pension Plan

If applicable, you may choose to continue contributing to the CAAT Pension Plan through the top-up payments you receive from the College during your leave. Alternatively, you may purchase the service at the end of your leave with a lump-sum payment.

If you elect to purchase the service after your leave, the College will pay its share of the contributions, and you will be responsible for your portion. Purchasing this service ensures that your pensionable service remains continuous and will not reflect a break for retirement purposes.

Sun Life Group Benefits

Your current group benefits coverage will be maintained throughout your maternity or parental leave. The cost-sharing arrangement between you and the College will continue as it was prior to your leave.

If you wish to add your child as a dependent under your benefits plan, please contact [Total Rewards](#) within 31 days of the child's birth or placement to ensure coverage is added without delay.

Vacation Entitlement – Full-Time Employees

Academic Employees:

During pregnancy, parental, or adoption leave, academic employees do not accrue vacation pay, but vacation time continues to accrue. You may choose to take your full-two-month vacation entitlement either at the start or at the end of your leave. Partial vacation periods are not permitted.

At the start of your leave, you may elect to receive your earned vacation pay for work completed in the current academic year as a lump-sum payment. Alternatively, you may defer this payment if you plan to take your vacation time at the end of your leave. If you choose to receive the vacation pay in advance and later take vacation time, that time will be unpaid. You also have the option to receive your vacation pay upon your return from leave if vacation time is not taken.

Please note: If you choose to have vacation pay issued at the start of your leave, it may affect the timing and eligibility of your EI payments, which in turn could impact your top-up payments.

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Please ensure your vacation decision is discussed and approved by your supervisor prior to your leave.

Administrative and Support Staff:

During an approved pregnancy, parental, or adoption leave, administrative and support staff will continue to accrue vacation entitlement based on their regular entitlement levels.

If you choose to take additional unpaid leave beyond your statutory leave, vacation entitlement will not accrue during that unpaid period. Any vacation planning should be reviewed and approved by your supervisor in advance and included on your Leave of Absence – Pregnancy/Parental Leave form.

Tax Considerations

If you are eligible for the top-up benefit, because you will be receiving compensation from multiple sources, EI and College top-up payments, you may wish to increase the amount of tax deducted from your pay. This can help avoid a tax shortfall at year end. To do so, complete and submit an updated [TD1 form](#) to HR@flemingcollege.ca requesting additional tax deductions during your leave. You may also want to review the tax deductions from your EI payments.

Miscellaneous Payroll Deductions

Payroll deductions not related to benefits – such as parking fees and United Way donations – do not automatically stop during your leave while you are receiving pay. If you wish to suspend these deductions while you are on leave, you must make the proper arrangements.

These deductions can be resumed upon your return to work.

Submitting the Leave of Absence Form

Please ensure you complete the Leave of Absence – Pregnancy/Parental Leave form and obtain your manager's approval. The completed form must be submitted to Human Resources at least four (4) weeks before your leave is set to begin. This ensures that all salary, benefit, and pension arrangements are in place for the duration of your leave.

For additional information or help with any of the above, please contact your [HR Consultant](#) or [Total Rewards](#).