

Leave of Absence: Pregnancy/Parental Leave – Full-Time

Employee Details			
Full Name:		EMPLID:	
Department:		Employment Group:	

Leave Details:	
Pregnancy Leave	Standard Parental Leave
Date Last Worked:	Extended Parental Leave
Leave Start Date (Saturday):	
Leave End Date (Sunday):	
Return to Work Date:	
<p>Note:</p> <p>If you take vacation immediately following your leave, you will be considered to have returned to work on the first day of your vacation.</p>	

CAAT Pension Plan:
<p>I would like to continue having pension contributions deducted from my top-up earnings during my leave.</p> <p>I will not be purchasing my leave of absence period.</p>

Signatures:			
Employee Signature:		Date:	
Manager Signature:		Date:	

Please email the completed form to benefits@flemingcollege.ca

Pregnancy and Parental Leave Information:

- Pregnancy Leave: up to 17 weeks.
 - Start Date: Pregnancy leave must begin no later than your due date, or on the date your baby is born, if earlier.
- Standard Parental Leave: up to 35 weeks following pregnancy leave, or up to 37 weeks if pregnancy leave is not taken.
- Extended Parental Leave: up to 61 weeks following pregnancy leave, or up to 63 weeks if pregnancy leave is not taken.
- Employment Insurance (EI) benefits are not paid for partial weeks.
- Visit [Service Canada](#) for more details.

Supplementary Unemployment Benefit Plan (SUB Plan):

- If eligible for SUB plan, submit proof of EI eligibility to benefits@flamingcollege.ca as soon as received. The top up will be processed in the next pay period.
- As EI benefits are not paid for partial weeks, Supplemental Unemployment Benefit (SUB) Plan payments would not apply for any week in which EI benefits are not received.
- Because compensation will come from multiple sources (EI and Fleming College), consider increasing tax deductions during your leave. Submit an updated TD1 form to HR@flamingcollege.ca and review EI tax deductions if necessary.

Benefits and Pension:

- To add a child as a dependent under your benefits plan, contact benefits@flamingcollege.ca within 31 days of the child's birth.
- If you do not continue pension deductions while on leave, and you choose to purchase your leave service later than six months after your leave end date, you will be responsible for both employee and employer contributions.

Vacation:

- If you take vacation immediately after your leave, your official return to work date will be the first day of your vacation.