

Leave of Absence: Pregnancy/Parental Leave – Other Than Regular Full-Time

Employee Details			
Full Name:		EMPLID:	
Department:		Employment Group:	
Contract End Date (if applicable):			

Leave Details:	
Pregnancy Leave	Standard Parental Leave Extended Parental Leave
Date Last Worked:	
Leave Start Date (Saturday):	
Leave End Date (Sunday):	
Return to Work Date:	

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> <p>Not applicable</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 (if applicable):

- To add a child as a dependent under your benefits plan, contact benefits@flamingcollege.ca within 31 days of the child's birth.
- You may purchase your leave of absence period within six months of returning to work by paying both the employee and College share of the cost. A quote will be provided by Total Rewards upon your return if you choose to purchase. Payment must be made within six months, or the actuarial cost will apply.