

MATERNITY/PARENTAL LEAVE **ARRANGEMENTS**

1. Discuss the leave of absence with your supervisor at least four months prior to the beginning of your leave to allow sufficient time for arrangements to be made.
2. Document your leave arrangements in a memo to your supervisor outlining such things as:
 - a) Start and End dates of leave.
 - b) if you are taking any vacation time prior to, or at the end of your leave ensure the actual weeks of vacation are noted.
(Please ensure a copy of this memo is attached to the Leave of absence Process form enclosed).
3. You will be required to provide the College with a note from your Doctor indicating your expected date of delivery.
4. At the commencement of your leave, you will be provided with a Record of Employment (ROE) from Payroll. This is required to submit with your application for Human Resources and Skills Development Canada (HRSDC) to apply for maternity/parental benefits. Your salary from the College will stop being paid to you until you have been approved for EI benefits.
5. Once you receive confirmation of approval of benefits and your first payment from HRSDC please ensure you fax (705) 749-5522 or deliver a copy of this information to Payroll to allow the maternity/parental top-up payments to begin.
6. You are paid the two week waiting period at 93% of your regular earnings plus the top-up (93% - EI benefit amount) for a total of 52 weeks.
7. You may wish to have extra income tax deducted from your top-up pay you will receive from the College. This will avoid a tax liability at the end of the year. Please complete the enclosed TD1 forms as authorization to have extra tax deducted and submit them along with the completed leave of absence form. If you have questions concerning the tax, please contact Payroll directly.

Benefit Guidelines **During Your Leave**

Sun Life benefits

- a) All benefits currently in force will be maintained with you and the College assuming the same cost share arrangements.
- b) A Sun Life benefit change form is enclosed for you to complete once the baby has been born. This form should be returned to the Benefits Officer at Fleming to ensure arrangements are made with Sun Life Financial.

Vacation Entitlement

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

CAAT Pension Service

During your maternity/parental leave you can elect to continue to pay your pension directly from your top-up payments you will receive from the College.

The second option is to purchase this service at the end of your leave in a lump sum payment. The College will pay their share and you are responsible for your share of the cost. By purchasing your leave your pensionable service with the CAAT Pension Plan will be continuous and will not show any interruption in your service for retirement purposes. A CAAT Pension brochure is enclosed for your information.

Misc. Payroll Deductions

If you have other deductions through payroll such as, computer purchase, RRSP, or Canada Savings these deductions will continue to be deducted from your top-up payments issued by the College.

Leave of Absence Form

Please ensure you complete the “Leave of Absence Process” form (enclosed) and have your manager/ATL approve it. This form is to be sent to HR to ensure all applicable arrangements are made for your salary and benefits during your leave. Please ensure this form is returned to HR at least four weeks prior to your leave commencing.

If you require any further information please do not hesitate to contact the Benefits Officer (x1330) or your HR Consultant.