

Employee Leave of Absence Form (for maternity/parental leave only)

Name: _____

Employee ID: _____

Department: _____

Status: Full-Time Regular Part-time Support

Reason for Leave: Maternity Parental/Adoption

Date last worked*: _____

Date leave begins: _____

Date leave ends: _____

Return to work/start of vacation**: _____

* *please note EI benefits will not be paid for partial weeks*

** *If you are taking vacation at the end of your leave, you are considered back to work on the first day of your vacation*

PENSION (parental leave form from CAAT Pension Plan required):

- I would like to continue to have pension deducted from my top-up earnings during my leave
- I will not be purchasing my leave of absence period
(Please note that if you decide to purchase your leave service later than 6 months after returning from your leave, you will be responsible for both, Employee & Employer contribution)

Employee Signature & Date: _____

Manager Signature & Date: _____

VP Academic Signature & Date*: _____

HR Consultant Signature & Date: _____

* *For academic leaves only*

Please ensure you and your Manager/Leader sign this form. Once all parties have approved and signed this document, the original must be submitted to your Human Resources Consultant at least 6 weeks prior to the commencement of your leave. This will ensure appropriate back-fill is in place, required salary changes and pension processing have been made with you prior to your leaving date.

Information regarding Maternity/Parental Leaves

- A Record of Employment (ROE) will be issued and forwarded to Service Canada electronically to expedite your application process. You will be mailed a copy of the ROE for your records. Please note EI benefits will not be paid for partial weeks. **Your leave must start the day your child is born at the latest.** For more information on EI benefits, please go to <http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternityparental.shtml>
- If you are eligible for top up allowance, please forward proof of your eligibility to receive EI benefits as soon as it is received and your allowance will be processed on the next pay. You can fax this information to 705-749-5522 or email it to your payroll administrator.
- You will be receiving compensation from various sources (EI, Fleming College) and therefore, you may want to consider increasing the amount of tax deducted through your pay. This would help to offset a potential underpayment of taxes throughout the year that could potentially result in you owing money to CRA when you file your income tax return. If you wish to do so, you may complete and submit an updated TD1 form requesting to have additional tax deducted during your leave. You may want to inquire about the tax amount deducted from your EI payments and increase this amount if necessary.
- A Pregnancy/Parental Leave form from CAAT Pension will be required to document your leave. This form will be used to outline your deemed earnings and contributions.
- In order to add your child as a dependent under your benefits, please contact your benefits administrator with the full name and date of birth of the child.