

## “We are expecting a Baby,” or “We are adopting a child.”

If you are adopting a child or you and your spouse are expecting a baby, the following will provide you with valuable information.

### **Am I entitled to take time off? If yes, how much time off am I entitled to?**

A pregnant employee who has been employed by the College for at least 13 weeks before the expected date of delivery shall be entitled to a Leave of absence of 17 weeks. In addition the pregnant employee is entitled to an additional 35 weeks of parental leave in accordance to the Employment Standards Act of Ontario.

In fact, a leave of absence of up to 37 weeks is available to either parent of the expected child provided you have been employed by the College for at least 13 weeks. An eligible parent includes an employee with whom a child is placed for adoption.

For more information on Pregnancy Leave/Parental Leave in accordance to the Employment Standards Act click on <http://www.labour.gov.on.ca/english/es/pubs/guide/pregnancy.php>

### **Will I receive Employment Insurance (EI) benefits while I am on Pregnancy Leave/Parental Leave? If yes, how are they paid?**

Canada’s Employment Insurance program offers EI maternity leave benefits to biological mothers, including surrogate mothers who cannot work because they are pregnant or have recently given birth.

A maximum of 15 weeks of EI Maternity benefits is available. The 15 weeks can start as early as eight weeks before the expected date of birth and can end as late as 17 weeks after the actual birth.

A maximum of 35 weeks of EI Parental benefits are available to parents who are caring for a newborn or a newly adopted child. The payments must be made within 52 weeks of the week your child was born or the week you child was place with you for adoption.

You are eligible to receive EI maternity or parental leave benefits if you meet the Criteria defined by the Employment Insurance Commission.

By clicking on the following website link:

[http://www.servicecanada.gc.ca/eng/ei/types/maternity\\_parental.shtml#eligible](http://www.servicecanada.gc.ca/eng/ei/types/maternity_parental.shtml#eligible) , you will access further details on the E.I. Maternity and Parental leave benefits. This includes information on:

- The E.I. eligibility criteria
- Applying for the E.I. benefits on line
- When you should apply and how the benefits are paid
- Information E.I. will require to process an application
- If you are eligible, how much you can expect to paid
- The possibility of both parents sharing the weeks of E.I. paid Parental leave benefits

**Upon commencement of a Maternity or Parental leave, Payroll will issue a Record of Employment (ROE) to the employee within 5 days of their last day of employment. The ROE is required to complete the E.I. application process.**

## Will Sheridan pay me while I'm on Maternity/Parental Leave?

An employee entitled to E.I. Maternity and/or Parental leave benefits shall be paid an allowance in accordance to the Supplementary Unemployment Benefit Plan (SUB) and will be paid as follows:

- For the first two weeks, payments are equal to 93% of the regular salary that the employee would otherwise have earned during the period. This period corresponds to a 2 week E.I. waiting period prior to the 15 weeks of benefits.
- For the balance of the period during which the employee is eligible to receive E.I. benefit payments, the SUB will equal the difference between 93% of the employee's regular salary and the E.I. benefit payment.

Until E.I. provides the written notification approving the E.I. benefits, which includes details on the amount of the weekly benefit as well as the start date of the payments, the employee will be paid SUB based on an estimated E.I. benefit payment.

**In order for SUB payments to be continued and paid correctly during the leave, it is critical that the employee sends a copy of the written notification from E.I. as soon as received from E.I. If Human Resources – Pension and Benefits do not receive the E.I. notification within 6 weeks of the beginning of the leave, further SUB payments will be discontinued until this information is received.**

## What happens to my Employee benefits while on Maternity/Parental Leave/Adoption Leave?

While an employee is on Maternity and/or Parental / Adoption leave the Group Insurance Benefits coverage will continue with a normal employee/employer cost sharing arrangement. The employee portion of the premiums will be deducted from the SUB allowance.

## What happens with the CAAT Pension?

Unless the employee advises in writing that they do not want to continue contributions to the CAAT Pension plan during the period of their leave, contributions will continue to be deducted from the SUB allowance based on the employee's deemed earnings. Deemed earnings are the "pensionable" earnings the employee would receive if they were working.

**Note: if pension contributions are not paid for the period of the leave, the employee will not earn pension service for that period of time.**

If CAAT pension contributions are discontinued during a maternity, parental or adoption leave, the employee/pension plan member does have the option of buying back the period of service once they return to work by contacting their Pension & Benefits Specialist. The Specialist will prepare a buy back costing for the employee. For more details on this option click on the following CAAT Pension link: <http://www.caatpension.on.ca/en/members/member-pamphlets/pregnancy/adoption-parental-leave/pensionable-service-caat-plan>

## What happens to Sick Leave, Vacation and Seniority?

You will continue to earn full vacation, sick leave credits as well as continue to accrue seniority during the period of leave.

## What steps do I need to take to start the leave process and when?

- 1) Approximately, six weeks before your planned last day at work, when you have a “more accurate” idea of the baby’s due date is, the employees should advise their immediate manager in writing what their last day at work will be, copying their Pension and Benefits Specialist (Lynn Barrett for Administrative and Support Staff and Sandy Tanaka for Faculty) If the employee is considering taking any vacation time before or after the period of their leave, this would be an appropriate time to work out these details with their manager.

Your Pension and Benefits Specialist will provide a letter confirming the details of the leave with information on SUB, CAAT Pension and Benefits. Included with the letter will be:

- A blank Benefits enrollment form for completion when the new dependent arrives.
- A copy of your current benefit form for your reference
- Information on the current benefit premium costs

The Specialist will provide the details of your leave to payroll to ensure that you are paid properly to request that an ROE be issued.

- 2) The E.I. application can be completed on line a week or two prior to the start of the leave. To finalize the application process, a copy of the ROE will need to be delivered to an E.I. office.
- 3) On your last day at work you should follow up with you HR information/Payroll officer on the status of your ROE and make arrangements to have it picked up or have them mail it to you.
- 4) If you have parking at the College, you must return your parking sticker and gate card to Human Resources if you do not wish to continue parking deductions for the duration of your leave.

## **IMPORTANT: MAKING CHANGES TO YOUR BENEFITS WHEN THE BABY OR ADOPTED CHILD HAS ARRIVED**

With a new addition to your family, you are eligible to increase or apply for Optional Life Insurance Benefits, without medical evidence, as long as you apply within 31 days of the effective date of the addition.

Whether or not you chose to increase your Life Insurance, you will want to add your child as a dependent on your employee benefits. A new dependent must be added to your benefits within 31 days of the birth or arrival date to ensure that they are covered effective their date of birth. If the form is received after the 31 days, your new dependent's effective date will be the date the new form is received in Human Resources.

When your new dependent has been added to your benefits, your Pension and Benefits Specialist will send you a summary reflecting any changes, including any changes you chose to make to your Optional Life Insurance. This information will also be provided to payroll to update your HRIS/payroll records.

To access a current copy of your benefit booklet log on to Access Sheridan as follows Access Sheridan<Human Resources<Benefits and click on your employee group: Administration, Faculty or Support.

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