

PREGNANCY & PARENTAL LEAVE SUMMARY: FACULTY (SMUFU)

What do you need to do?

1. Provide Saint Mary's University with a minimum of 4 weeks' written notice (to your Department Head with a copy to People and Culture) of the applicable leave dates - applies to both maternity (pregnancy) and parental leave.
2. Provide a medical certificate to People and Culture indicating the expected birth date.
3. Complete your Employment Insurance (EI) application.
4. Provide a copy of your benefit statement (from Service Canada) to Payroll indicating the amount of money you will be receiving in EI benefits so that payroll can calculate the supplemental benefits. If you do not forward this statement to payroll, your salary continuance beyond the first two weeks may be interrupted or the amount may be inaccurate.
5. In situations of an unpaid leave of absence, arrange for payment of your benefit premiums prior to your leave by contacting the Saint Mary's University Faculty Union Benefits Plan Consultant, Canadian Benefits Consulting Group (CBCG) at 1-800-268-0285.
6. In situations of an unpaid leave of absence, arrange for continuation and payment of your pension contributions prior to your leave by contacting People and Culture and completing the Application for Continuation of Pension form.

What information / documents do I need to apply for EI?

1. Social Insurance Number (SIN)
2. Record of Employment (ROE) – The Payroll Department sends your ROE electronically; therefore, you do **not** need to request a paper copy of your ROE
3. Personal Identification
4. Bank Information (for direct deposit)
5. Adoption papers (if applicable)
6. Medical certificate (only applicable if applying for EI sickness benefits)
 - An EI application can be submitted on-line (after commencement of leave) or in person at your local Service Canada Centre.
 - For additional details, please view the Service Canada web-site or contact by telephone (1-800-206-7218):

<https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/reports/maternity-parental.html>

Summary of Pregnancy & Parental Benefits

Pregnancy	17 weeks:	
	1 week	95% of regular earnings paid by SMU
	16 weeks	55% of regular earnings (Service Canada) + SMU supplemental benefits to top-up salary to 95% of regular earnings
Parental	35 weeks or 61 weeks	Contact Service Canada as it depends on whether Standard or Extended parental leave is taken. Must be taken immediately and consecutively following pregnancy leave.
	9 weeks	SMU supplemental benefits top-up. Amount depends on whether Standard or Extended parental leave it taken. Please refer to the Collective Agreement Section 19.6.7.

For additional details, please refer to the Collective Agreement.

Please contact Service Canada to determine eligibility and duration of leave.

When can you start collecting benefits – Service Canada Guidelines

- Employment Insurance (EI) provides Maternity and Parental Benefits to individuals who are pregnant, have recently given birth, are adopting a child, or are caring for a newborn.
- Application processing time is approximately 28 days if you are eligible, and all required documents are received by Service Canada.
- Pregnancy leave must commence no later than the actual birth date
- An unpaid leave can begin up to 17 weeks prior to the expected birth date
- Pregnancy leave (with supplemental benefits) can begin 8 weeks prior to the expected birth date
- Pregnancy benefits can end no later than 17 weeks after the birth

Note: If taking less than 17 weeks pregnancy leave or changing the original return to work date, a minimum of 4 weeks written notice must be given to your Department Head with a copy to People and Culture.

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