

Employee



Eligibility

Eligibility	Maternity Leave Birth Mothers	Parental Leave Birth Parents	Parental (Adoption) Leave Adoptive Parents
<p>UVic Supplementary Top up Benefits</p>	<p>If you are a Regular employee, not on layoff (unless for medical reasons associated with pregnancy), you are entitled to receive up to 18 weeks of supplementary top up benefits, provided you have applied for and are eligible to receive at least 18 weeks of EI maternity and parental benefits.</p> <p>The supplementary top up benefit is 95% of normal basic earnings from UVic, less the amount of EI parental benefit you will receive. For calculating top up, the EI parental benefit will be based on 55% of your average weekly insurable earnings up to the EI maximum amount.</p> <p>For further details refer to Article 24 of the CUPE Collective Agreement.</p> <p>http://www.uvic.ca/hr/services/home/labour-relations/index.php</p>	<p>If you are an eligible Regular employee, not on layoff, you are entitled to receive up to 18 weeks of supplementary top up benefit, provided you have applied for and are eligible to receive at least 18 weeks of Parental benefits.</p> <p>Where both parents are regular employees eligible for the supplementary top up benefit, the UVic will pay a maximum of 18 weeks supplementary top up benefit per parent.</p> <p>The supplementary top up benefit is 95% of normal basic earnings from UVic, less the amount of EI parental benefit you will receive. For calculating top up, the EI parental benefit will be based on 55% of your average weekly insurable earnings up to the EI maximum amount.</p>	<p>If you are an eligible Regular employee, not on layoff, you are entitled to receive up to 18 weeks of Parental benefits.</p> <p>Where both parents are regular employees eligible for the supplementary top up benefit, the UVic will pay a maximum of 18 weeks supplementary top up benefit per parent.</p> <p>The supplementary top up benefit is 95% of normal basic earnings from UVic, less the amount of EI parental benefit you will receive. For calculating top up, the EI parental benefit will be based on 55% of your average weekly insurable earnings up to the EI maximum amount.</p>
<p>Applying for Maternity or Parental Leave</p>	<p>Requests must be made in writing to your supervisor and include the expected leave dates. As noted earlier, the maternity leave can commence up to 12 weeks prior to the birth, but no later than the week of the birth. The leave must always start on a Monday to coordinate with EI.</p> <p>A note from your Physician or Midwife is required indicating the expected due date.</p> <p>Requests should be submitted at least two months prior to the expected leave date. Once approved, actual dates can be changed as required. <i>If the baby arrives earlier than the requested leave date, Payroll must immediately be contacted so the start date can be altered.</i></p>	<p>Requests must be made in writing to your supervisor and include the expected leave dates. As noted earlier, the parental leave can commence after the child's birth and must be completed within the 52 week period following the birth for standard parental leave or within the following 78 week period for extended parental leave. For the birth mother, the parental leave begins immediately after the end of the maternity leave. Parental leaves must always start on a Monday, to coordinate with EI.</p> <p>Requests should be submitted at least two months prior to the expected leave date. For the birth mother the request should be submitted at the same time as for the maternity leave.</p>	<p>Requests must be made in writing to your supervisor and include the expected leave dates. As noted earlier, the parental (adoption) leave can commence after the child is placed with the parent(s) and must be completed within the 52 week period following the birth for standard parental leave or within the following 78 week period for extended parental leave.</p> <p>Parental leaves must always start on a Monday, to coordinate with EI.</p>

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<p><i>(continued)</i> Applying for Maternity or Parental Leave</p>	<p>Your department must complete, approve and submit a Position Status Change Request form to Payroll, along with your leave request letter and Physician's note. This will initiate a Record of Employment form (ROE) which Payroll will send electronically to EI.</p>	<p>Your department must complete, approve and submit a Position Status Change Request form to Payroll, along with your leave request letter. This will initiate a Record of Employment form</p>	<p>a y-24.3 (e1 (g)-14.2 (e)) Tc 0.031 w 0.d (a)e)) Tc 0.031 w 0.d-d (a)</p>

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Seniority, Vacation and Sick Leave	<p>Maternity leave does not constitute a break in service for the purposes of calculating seniority and eligibility for increments and sick leave and vacation entitlements. Sick leave and vacation entitlements will continue to accrue during the period of approved maternity leave.</p>	<p>Parental leave does not constitute a break in service for the purposes of calculating seniority and eligibility for increments and sick leave and vacation entitlements. Sick leave and vacation entitlements will continue to accrue during the</p>	<p>Parental (Adoption) leave does not constitute a break in service for the purposes of calculating seniority and eligibility for increments and sick leave and vacation entitlements. Sick leave and vacation entitlements will continue to accrue during the</p>