

Maternity and Parental Leave

for
Faculty and Librarians



**University
of Victoria**

Human Resources

Benefits Office
Sedgewick B128

Eligibility

Maternity Leave

Eligibility

Maternity Leave
Birth Mothers

Parental Leave
Birth Mother or Co-parent

Parental (Adoption) Leave



Eligibility

Maternity Leave
Birth Mothers

Parental Leave
Birth Mother or Co-par others

Receiving Maternity and/or Parental Supplementary Top-up Payments from the University of Victoria

Step 1: Apply for EI benefits.

Apply for EI after you have begun your leave. Information and instructions on applying for EI Maternity/Parental Leave benefits is available on-line at <http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternityparental.shtml>

Your Record of Employment (ROE) will be prepared by the HRIS/Payroll Office and sent electronically to Service Canada. HRIS/Payroll can2 (l)-1.7to Sria.BDCvB2.36.3 (y)-4.6 (7 regular payroll has been completed following your final day of pay.

Step 2: Co36.3 (n)4.3 (fi)3.8up) Be a (m) 5 (a) 05 (n) (c) 2 (t) r HRIS/P (y) r (E) 4 (s) 6 (B) j m at (en) # 3 (e) 5 (t) (b) 8. 0 (s) Te Ter t To r E 0. 2 7 5 (t) d (O) je Y 6 (u) P 4 (M) D (w) 0 B D S ap p o s T d