



Prepare letter for Supervisor requesting maternity and/or parental leave

- Attach note from Physician or Midwife to confirm expected due date
- Specify dates of leave

Confirm that your department has submitted Position Status Change Request form to Payroll with note from your GP or midwife attached

Complete and submit application online for EI benefits after leave starts

Contact Payroll at beginning of leave to confirm when ROE sent to EI

Contact Payroll to alter dates if baby arrives earlier than leave date

Make contingency plans for payment delay during EI processing

Submit EI approval notice to Payroll to initiate top up payments

Complete form to add baby to extended and dental plans within 1 month of birth

Return auto-

Information Sheet for Eligible Faculty & Staff 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 cannot prepare your ROE until the regular payroll has been completed following your final day of pay.

Step 2: Confirmation of EI Benefits

Supplementary top-up benefits will commence after HRIS/Payroll receives confirmation from you of your entitlement for EI benefits (example below). Once your claim with EI is approved, please forward a copy of the notification from EI that includes details of both your **waiting period dates** and **weekly benefit amount** to payrollbenefits@uvic.ca.

Step 3: Payment of Supplementary top-up benefits

Once HRIS/Payroll has received your EI confirmation as detailed above, you will be paid on the next regular pay day.

The screenshot shows a web page titled 'My Latest Claim' from the Service Canada website. The breadcrumb trail at the top reads 'Home → My Service Canada Account → My Latest Claim'. The page content includes a table with the following details:

Start Date of Claim:	March 10, 2012
Waiting Period:	7 weeks (including 2 weeks of leave)
Weekly Benefit Amount:	\$276.00
Benefit Rate:	55%
Maximum Weekly Benefit:	\$370.00
Weeks of Parental Benefit Requested:	17

Below the table, there is a section for 'Additional Information' and a 'Last Report Processed' date of 03/10/2012. The page also contains various navigation links and a footer with the Service Canada logo.