

# Maternity and Parental Leave

Eligibility	Maternity Leave Birth Mothers	Parental Leave Birth Parents	Parental (Adoption) Leave Adoptive Parents
Leave Entitlements	<p>If you are the birth mother, you are entitled for up to 17 consecutive weeks of unpaid maternity leave.</p> <p>Maternity Leave can begin up to 12 weeks before the birth, but not later than the week of the birth.</p> <p>Further maternity leave of up to 6 consecutive weeks without pay shall be granted if you are unable to return to work for reasons related to the birth, ascertified by a medical practitioner.</p> <p>When combined with parental leave, the time off work can add up to 18 months.</p>	<p>If you are the birth spouse or partner, the entitlement is for up to 62 consecutive weeks of unpaid parental leave. <b>Standard parental leave</b>, the entitlement is for up to 35 consecutive weeks of unpaid parental leave, starting immediately after the end of the maternity leave. Parental leave begins after the child's birth and <b>must</b> be completed within the 52 week period following the birth. <b>Extended parental leave</b>, the entitlement is for up to 62 consecutive weeks of unpaid parental leave, starting immediately after the end of the maternity leave. Parental leave begins after the child's birth and <b>must</b> be completed within the 78 week period following the birth. <b>See El Sharing Benefit info on next page if you are sharing Parental leave.</b></p>	<p>If you are an adopting parent, the entitlement is for up to 62 consecutive weeks of unpaid parental (adoption) leave.</p> <p><b>Standard parental leave</b>, the entitlement is for up to 35 consecutive weeks of unpaid parental leave. Parental leave begins after the child is placed with you, and must be completed within the 52 week period following the placement.</p> <p><b>Extended parental leave</b>, the entitlement is for up to 62 consecutive weeks of unpaid parental leave. Parental leave begins after the child is placed with you, and must be completed within the 78 week period following the placement. <b>See El Sharing Benefit info on next page if you are sharing parental leave.</b></p>
Employment Insurance	<p>If you have worked sufficient hours in the last year, or since your last claim, you may be eligible to receive EI maternity leave benefits.</p> <p>The first one week of maternity leave is considered an unpaid waiting period. EI maternity benefits are then payable to the birth mother for a maximum of 15 weeks.</p> <p>Please check the EI website for current information and benefit amounts.</p> <p><a href="http://www.esdc.gc.ca/en/reports/ei/maternity_parental.page">http://www.esdc.gc.ca/en/reports/ei/maternity_parental.page</a></p>	<p>If you have worked sufficient hours in the last year, or since your last claim, you may be eligible to receive EI parental leave benefits.</p>	





Eligibility	Maternity Leave Birth Mothers	Parental Leave Birth Parents	Parental (Adoption) Leave Adoptive Parents
<p><i>(continued)</i> Applying for Maternity or Parental Leave</p>	<p>Your department must complete, approve and submit a Position</p>		

Eligibility

Maternity Leave

## 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>