

Benefits Office | Human Resources
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Where do I get my Record of Employment (ROE)?

Payroll will prepare an ROE and submit electronically to EI on your behalf.

Do I have to return to work after my leave?

We'd like it if you did return but there is no obligation to do so.

Do I have to repay top-up if I don't come back?

No, UVic does not have a policy requiring you to repay top-up if you do not return to work.

Can I come back early?

Please contact your supervisor to discuss. You will also have to notify EI.

Can I come back later?

Leave taken after parental leave ends would be considered *Personal Leave Without Pay*. This has to be approved by your department. Seniority, vacation and sick leave would not accrue during unpaid personal leave. You would be responsible for paying 100% of your benefit costs to maintain coverage during this leave.

Do I continue to accrue vacation and sick leave while on maternity or parental leave?

Seniority, vacation and sick leave continue to accrue during Maternity and Parental Leave and you will receive your annual leave allotments.

Can I take paid vacation after my parental leave ends?

Please discuss with your department to see if this would be operationally possible.

Don't forget!

- Sign up your baby for UVic benefits within 30 days of birth
- Your Extended Health benefit through Pacific Blue Cross covers a private room in hospital if available.
- Remember to send payroll your EI payment confirmation to get your top-up pay!

