



## Maternity & Parental Leave Request Form

*This form may be completed electronically before printing and submitting to [Payroll](#)*

-OR-

Send to: Payroll, Royal Roads University  
2005 Sooke Road, Victoria BC V9B 5Y2  
Email to: [Payroll@royalroads.ca](mailto:Payroll@royalroads.ca)  
Ph: (250)391-2582 Fx: (250) 391-2656

### PART 1 – Employee Information

Employee Name:	Employee #:	Department:
Employee Home Address:	Employee Ph #:	Supervisor:

### PART 2 – Leave Option Selection (check as many as apply)

	Start Date (Sunday) d/mm/yyyy	End Date (Saturday) dd/mm/yyyy
<input type="checkbox"/> I wish to apply for maternity leave on the following dates		
<input type="checkbox"/> I wish to apply for parental leave on the following dates		
<input type="checkbox"/> I wish to apply for vacation leave following Parental Leave on the following dates		

### PART 3 – Employee Certification

<ul style="list-style-type: none"> <li>▪ I agree that if I do not return to work, or leave the University prior to completing twelve (12) months of pre-leave working schedule (full-time equivalent prior to your leave), I will be required to re-pay the top up and two (2) weeks bridging benefits. The repayment amount will be reduced 1/12th for every month of service complete.</li> <li>▪ I authorize Payroll to deduct any maternity/parental leave benefits owing from my final pay</li> <li>▪ I understand, as per Canada Revenue Agency regulations, repayment amounts will be equal to the gross benefit amounts paid to me.</li> </ul>	
Employee Signature – <i>I confirm I have read and am bound by the terms of these leaves &amp; allowances</i>	Date

### PART 4 – Supervisor Endorsement

<ul style="list-style-type: none"> <li>▪ I am aware of requested Maternity/Parental leave dates and will address the necessary staffing updates for the department/division.</li> </ul>	
Supervisor Signature	Date

### Additional Information – Maternity & Parental Leave is considered a Leave of Absence (LOA)

- ⇒ *Health Benefits:* MSP and Manulife coverage are continued throughout LOA
- ⇒ *Vacation and Sick:* Vacation and Sick time does not accrue during the LOA
- ⇒ *Pension:* There is an option to purchase service upon return to work

## Maternity and Parental Leave Benefits & Process

<b>Leave Benefits - Maximum 52 weeks</b>		
<b>Maternity (17 weeks) &amp; Parental (up to 35 weeks)</b>		
<p style="text-align: center;"><b>Initial 2 weeks</b> 100% regular pay</p> <p style="text-align: center; font-size: small;"><i>Standard EI Benefits waiting period "Bridging" paid by RRU</i></p>	<p style="text-align: center;"><b>Following 15 weeks</b> 95% total pay</p> <p style="text-align: center; font-size: small;"><i>Difference between EI benefit payments with top-up from RRU to equal 95% of regular pay</i></p>	<p style="text-align: center;"><b>Following 35 weeks (max)</b> pay from EI only</p>
<b>Parental ONLY (up to 35 weeks)</b>		
<p style="text-align: center;"><b>Initial 2 weeks</b> 100% regular pay</p> <p style="text-align: center; font-size: small;"><i>Standard EI Benefits waiting period "Bridging" paid by RRU</i></p>	<p style="text-align: center;"><b>Following 10 weeks</b> 95% total pay</p> <p style="text-align: center; font-size: small;"><i>Difference between EI benefit payments with top-up from RRU to equal 95% of regular pay</i></p>	<p style="text-align: center;"><b>Following 23 weeks (max)</b> pay from EI only</p>

<b>Maternity &amp; Parental Leave Process</b>	
<b>Important Dates</b>	<b><i>If a change to your leave request is required, please contact Payroll as soon as possible.</i></b>
<p style="text-align: center;">At least 12 weeks prior to due date <u>or</u> commencement date of proposed leave</p>	<p>Review policies relating to Maternity &amp; Parental Leave at RRU on the <a href="#">Human Resources website</a>.</p> <p>Contact your local <a href="#">Service Canada Centre</a> for information on EI claim procedures. Detailed information regarding maternity &amp; parental leave claims can be found on the <a href="#">Service Canada Centre website</a>.</p> <p>Submit completed RRU Maternity &amp; Parental Leave Request Form to supervisor. Supervisor forwards form to Payroll for action. Your questions may be directed to Payroll.</p>
<p style="text-align: center;">After your last working day</p>	<p>Payroll will complete a Record of Employment (ROE) and will mail it to your home address. <i>Please ensure your address is up to date in CAMP.</i></p> <p>Apply for EI Benefits at your nearest <a href="#">Service Canada Centre</a> or follow link to online EI Claims forms: <a href="http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternityparental.shtml">http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternityparental.shtml</a></p> <p>Answer 'YES' to the question "Will you be receiving any supplemental benefits from your Employer?" on the EI application form.</p> <p><b>*** Note: It is not necessary to delay applying for Employment Insurance benefits while waiting for the Record of Employment (ROE). Application can be made immediately following your last day of work and the ROE can be submitted after the claim has been initiated.</b></p>
<p style="text-align: center;">After applying for EI Benefits</p>	<p>Allow approx 2 weeks processing time. Confirmation of EI claim will be mailed to you.</p> <p>Within 3-4 weeks of confirmation, you will receive an initial EI benefit statement. Forward this statement to RRU Payroll Services for calculation of top-up benefit.</p> <p><b>*** Note: Payroll will begin paying (estimated) top-up immediately following initial 2 week bridging period. This top-up amount may be adjusted once final benefit calculations have been determined.</b></p>
<p style="text-align: center;">Immediately after the birth</p>	<p>You should receive a Welcome Baby package at the hospital.</p> <p>Forward copy of the <a href="#">Baby Enrolment Form</a> (which you will receive from the hospital) and a <a href="#">Manulife Application for Change</a> Form to Human Resources.</p> <ul style="list-style-type: none"> <li>▪ Additional MSP coverage will be processed.</li> <li>▪ New dependent(s) will be added to your ManuLife Extended Health and Dental Plan.</li> </ul> <p>You may also be eligible to apply for optional spouse and dependent group life insurance.</p>
<p style="text-align: center;">One month prior to completion of final leave</p>	<p>Inform your Supervisor, (copy Human Resources &amp; Payroll) in writing of your intention to return to work and confirm your return date (if applicable).</p>

*Enjoy your new baby!!*