

# Maternity and/or Parental Leave Checklist

This checklist shall be used to assist in planning a maternity and parental leave of absence. If additional assistance is required, please contact: Human Resources at extension 2234 or via email [mandi.dillabough@bchsys.org](mailto:mandi.dillabough@bchsys.org).

Prior to your leave		
1.	Understand your eligibility for a leave of absence under the Employment Standards Act (ESA) <a href="#">Maternity and Parental Leave</a> legislation.	<input type="checkbox"/>
2.	Submit your leave notice form to Human Resources.	<input type="checkbox"/>
3.	Understand your eligibility for <a href="#">Employment Insurance (EI) benefits</a> and supplementary benefits (Top-up) – see your collective agreement or non-union policy.	<input type="checkbox"/>
4.	Once a Human Resources team member reaches out to you after you have submitted your leave notice form, if applicable please respond regarding your decisions related to HOOPP, Benefits, Parking, etc.	<input type="checkbox"/>
5.	<p>Apply for Employment Insurance (EI) benefits on-line.</p> <p>You should apply as soon as possible after you stop working, even if your employer has not issued your ROE yet. If you delay applying for benefits later than four weeks after your last day of work, you risk losing benefits.</p> <p>Please Note: Your Record of Employment (ROE), which is required by Service Canada to process your EI application, will be issued electronically to Service Canada by Payroll.</p> <p>You do not have to wait to receive your ROE before starting your application, however Service Canada will not process your claim and begin your benefits until your ROE is received.</p>	<input type="checkbox"/>
Early delivery		
6.	Inform Human Resources by email to <a href="mailto:Mandi.Dillabough@bchsys.org">Mandi.Dillabough@bchsys.org</a> of the date of birth of your baby if prior to the original effective date of your leave. If you have given birth early, your leave begins on the day you give birth.	<input type="checkbox"/>
During your leave		
7.	After you have received your approval and benefit statement from Service Canada regarding the amount and duration of your E.I. maternity/parental benefit, submit the benefit statement electronically to <a href="mailto:payrolldepartment@bchsys.org">payrolldepartment@bchsys.org</a> . They payroll team will calculate your sub-top up benefit and process your payment. <b>Top-up payments cannot be processed until this has been received.</b>	<input type="checkbox"/>
8.	If you have continued health and dental benefit coverage during your leave and wish to add your child, please reach out to <a href="mailto:Mandi.Dillabough@bchsys.org">Mandi.Dillabough@bchsys.org</a> and provide the baby's first name, last name, gender and date of birth. <b>This must be completed within 31 days of the arrival of your child.</b>	<input type="checkbox"/>
9.	If you plan on returning to work earlier or later than originally scheduled, provide Human Resources with written notice of your intention at least four weeks prior to your new return date. Submit this written notice to <a href="mailto:Mandi.Dillabough@bchsys.org">Mandi.Dillabough@bchsys.org</a>	<input type="checkbox"/>
10.	If you have canceled your health and dental benefit coverage during your leave and wish to re-instate them upon return to work, please reach out to <a href="mailto:Mandi.Dillabough@bchsys.org">Mandi.Dillabough@bchsys.org</a> to confirm this decision. so. <b>This must be completed within 31 days of your return to work. HOOPP &amp; Disability Insurance will resume automatically.</b>	<input type="checkbox"/>
11.	If you have canceled your pension contributions for your full leave or a portion of your leave and wish to make up the contributions upon your return to work, you may do so within six months of your return. If you wish to do so, please contact the Payroll Team at <a href="mailto:payrolldepartment@bchsys.org">payrolldepartment@bchsys.org</a> .	<input type="checkbox"/>