



WATERLOO | HUMAN RESOURCES

Pregnancy and parental leaves (including adoption) checklist

There is lots to think about when considering a pregnancy or parental leave. To make the transition as smooth as possible we've put together a checklist to help both the employee and manager plan ahead. As some of these activities require actions from both parties, you should meet as early as possible to review each step and allow time to plan accordingly. If you require additional assistance, please contact Human Resources at extension 45935 or via email at hrhelp@uwaterloo.ca. Thank you.

Pre-leave activities	Employee	Manager
Review Policy 14 – Pregnancy and Parental Leaves (including Adoption), and the Return to Work on the Secretariat website. Understand your eligibility for Employment Insurance (EI) benefits and University of Waterloo supplementary benefits (Top-up).	✓	✓
Understand your eligibility for a leave of absence under the Employment Standards Act (ESA) Pregnancy and Parental Leave legislation.	✓	
Notify your manager of your pregnancy as soon as is reasonably practical. This will provide more time to consider how to plan for the absence and any ongoing commitments. Consider how your annual vacation might fit in with your leave; for instance, do you want to take vacation time before your leave or use vacation time before returning from your leave?	✓	✓
Discuss and agree to any additional arrangements needed during the pregnancy, e.g., prenatal appointments, workload allocation, etc. This is likely to change as the pregnancy progresses, so please ensure your manager is aware of any additional arrangements you require or if you are experiencing any difficulties.	✓	✓
Discuss and agree on plans for pregnancy or parental arrangements, e.g., coverage during the period of leave and any handover arrangements and contact arrangements.	✓	✓
Faculty and Staff: Submit an absence request on Workday and select Pregnancy/Parental/Adoption > Pregnancy/Parental in the <i>Type</i> field. You will be required to attach a doctor's note/ note from midwife indicating the due date or a certificate confirming the date of birth in the attachment field. To prevent processing delays, please submit this request at least two months prior to the start of your leave. Union Staff: Connect with your manager for a pregnancy/parental leave request form*. Complete the form and submit this to Human Resources. You will be required to attach a doctor's note/ note from midwife indicating the due date or a certificate confirming the date of birth. To prevent processing delays, please submit this request at least two months prior to the start of your leave. If you plan on working up to your due date, we recommend you use the due date as the initial start of your leave. In the event your baby arrives earlier then your leave date will be adjusted to the day you give birth. *Managers can request a copy of the pregnancy/ parental leave request form from their Human Resource Partner	✓	
Contact Parking Services directly to discuss options regarding your parking permit while on leave.	✓	
Apply for Employment Insurance (EI) benefits online or in person at your nearest Service Canada location once you have stopped working. Your Record of Employment (ROE), which is required by Service Canada to process your EI application, will be issued electronically to Service Canada on your behalf by the Payroll team. Your ROE will be issued within 5 business days from your last day of work. You do not have to wait to receive your ROE before starting your EI application.	✓	
Arrange for payment to the University of Waterloo to cover your share of benefit premiums / pension contributions for the duration of your leave that are not covered by top-up. A letter from Human	✓	



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<p>Resources with details will be released to you the month prior to the start of your leave. You will have two payment options:</p> <p>Preferred option: Pre-authorized debit - Enrolment in a pre-authorized debit plan allows your premiums to be automatically withdrawn from your bank account on your regular pay date.</p> <p>Secondary option: post-dated cheques, payable to the University of Waterloo. Money orders and bank drafts are also accepted.</p>																								
Early delivery:	Employee	Manager																						
<p>Notify your manager and Human Resources (preferably by email) of the date of birth of your baby if prior to the original effective date of your leave.</p> <p>Your leave starts the day you give birth.</p>	✓	✓																						
During leave	Employee	Manager																						
<p>Maintain the contact you agreed upon before the leave began.</p>	✓	✓																						
<p>If you are eligible for Waterloo supplementary benefits (Top-up), once your EI benefits have been approved by Service Canada and you have received your first EI Benefit payment you will receive a statement in your Service Canada account. This is the statement that is required to facilitate top up payment.</p> <p>Provide HR with a screenshot (see the example to the right) of your Service Canada account showing your assessed weekly EI benefits. Submit via email to jessica.fennema@uwaterloo.ca.</p>	✓																							
<div style="border: 1px solid black; padding: 5px;"> <p>Example of Service Canada account showing assessed weekly EI benefits:</p> <p> Government of Canada / Gouvernement du Canada</p> <p>My Service Canada Account</p> <p>Home > My Current Claim</p> <p>My Current Claim</p> <hr/> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Start Date of Claim:</td> <td>April 05, 2015</td> </tr> <tr> <td>Waiting Period:</td> <td>Your waiting period was waived.</td> </tr> <tr> <td>Type of Benefit:</td> <td>Maternity / Parental benefits</td> </tr> <tr> <td>Total Insurable Earnings:</td> <td>\$16,980</td> </tr> <tr> <td>Benefit Rate:</td> <td>\$425</td> </tr> <tr> <td>Federal Tax:</td> <td>\$2</td> </tr> <tr> <td>Weeks of maternity benefits paid:</td> <td>11</td> </tr> <tr> <td>Total Weeks Paid:</td> <td>11</td> </tr> <tr> <td>End Date of Claim:</td> <td>April 02, 2016</td> </tr> <tr> <td>Last Report Processed:</td> <td>June 07, 2015 to June 20, 2015</td> </tr> <tr> <td>Last Report Processed on:</td> <td>June 21, 2015</td> </tr> </table> </div>			Start Date of Claim:	April 05, 2015	Waiting Period:	Your waiting period was waived.	Type of Benefit:	Maternity / Parental benefits	Total Insurable Earnings:	\$16,980	Benefit Rate:	\$425	Federal Tax:	\$2	Weeks of maternity benefits paid:	11	Total Weeks Paid:	11	End Date of Claim:	April 02, 2016	Last Report Processed:	June 07, 2015 to June 20, 2015	Last Report Processed on:	June 21, 2015
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<p>Report a change in benefit coverage on Workday with your child's personal information so that they can be added to your benefit plan.</p>	✓																							
<p>If your contact information changes while you are on leave update it on Workday</p>	✓																							
<p>Discuss and agree on the plans for your return to work.</p>	✓	✓																						
<p>Consider and identify any potential training requirements for your return.</p>	✓	✓																						
<p>Confirm your actual return date with your manager</p>	✓	✓																						
<p>Notify your manager and Human Resources if you plan to return to work earlier or later than originally scheduled.</p> <p>The written notice of your intention must be received at least four weeks prior to your new return date.</p>	✓	✓																						
Returning from leave	Employee	Manager																						
<p>Notify Parking Services of your return to have your parking permit re-instated if applicable</p>	✓																							