

# 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: Jessica Rowe at extension 2079 or via email [Jessica.Rowe@bchsys.org](mailto:Jessica.Rowe@bchsys.org)

Prior to Your Leave		
1.	Review and understand your eligibility for a leave of absence under <a href="#">Employment Standards Act (ESA) legislation</a> .	<input type="checkbox"/>
2.	Review and understand your eligibility for <a href="#">Employment Insurance (EI) benefits</a> and supplementary benefits (top-up): located within your collective agreement or non-union policy.	<input type="checkbox"/>
3.	Submit your Leave Notice to Human Resources  Click here to complete the form: <a href="#">Leave Request Notice Form - Brant Community Healthcare System (bchsys.org)</a>	<input type="checkbox"/>
4.	Once you have submitted your notice to Human Resources, a team member will reach out to you with some information you will be required to review. Please respond as soon as possible as decisions are required as it relates to HOOPP, Benefits, etc.	<input type="checkbox"/>
5.	Apply for Employment Insurance (EI) benefits on-line.  It is your responsibility to apply for E.I. independently. You should apply as soon as possible after you stop working, even if your employer has not issued your ROE yet. You do not have to wait to receive your ROE before you start your application, however Service Canada will not process your claim and begin your benefits until your ROE is received. Approximately 5 days following the pay period in which you last receive earnings, the payroll team will issue an Electronic Record of Employment to Service Canada.	<input type="checkbox"/>
Early Delivery		
6.	Inform Human Resources by email to <a href="mailto:Jessica.Rowe@bchsys.org">Jessica.Rowe@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/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:Jessica.Rowe@bchsys.org">Jessica.Rowe@bchsys.org</a> . The payroll team will then calculate your 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:Jessica.Rowe@bchsys.org">Jessica.Rowe@bchsys.org</a> . and provide the baby's first name, last name, gender and date of birth. This must be completed within 31 days of the arrival of your child.	<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:Jessica.Rowe@bchsys.org">Jessica.Rowe@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:Jessica.Rowe@bchsys.org">Jessica.Rowe@bchsys.org</a> to confirm this decision. This must be completed within 31 days of your return to work. HOOPP & Disability Insurance will resume automatically.	<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"/>