

PROCEDURE FOR POLICY 6.11 – Pregnancy and Parental Leaves and Supplemental Employment Insurance Benefits

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In addition, once notification has been provided the immediate Supervisor/Budget Unit Head or designate, will initiate the appropriate documentation to be forwarded to Human Resources.

Leave for other than medical reasons in excess of the Parental Leave period will be treated in accordance with Policy 6.10 - Leaves. A staff member should discuss plans for an extended leave with his/her immediate supervisor and Budget Unit Head or designate.

3. Supplemental Employment Insurance Benefits

A PMA Eligible staff member who qualifies for Supplemental Employment Insurance Benefits (SEIB) through the University is eligible to receive 95 per cent of his/her salary at the time the leave begins for the initial two-week waiting period before Employment Insurance benefits begin and then the difference between Employment Insurance benefits received and 95 per cent of the salary at the time of the initiation of the leave for a maximum of fifteen (15) weeks.

In no case will the total amount of the SEIB plan, Employment Insurance gross benefits and any other earnings received by the staff member exceed 95 per cent of the staff member's salary at the time of the initiation of the leave.

Where a staff member is receiving benefits under SEIB, the university will continue the staff member on full benefits. Any costs normally paid by the staff member will be deducted by the University through regular payroll deduction from the SEIB payments.

4. Benefits

During any period of unpaid Pregnancy or Parental leave, the university-paid portion of the employee's group insurance benefits premiums and pension contributions will be continued on the start of the continued on the continue