

Royal Roads University Policy

Policy Number:

AD07

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Amended:

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Approved By:

VPCFO

Office of Oversight:

Human Resources

hr_parental_leave.jpg

RRU Supplemental Waiting Period (WP) bridging benefit	Maternity (if applicable)	Parental - 2 options: 1) Standard: Up to 37 weeks or 2) Extended: 63 weeks	Remainder of Parental – 2 options:	RRU supplemental Return to Work (RTW) bridging benefit	Total leave period
RRU pays*	RRU + EI pays	RRU + EI pays	EI pays	RRU pays	
1 week RRU bridging benefit during EI waiting period = 100% pay from RRU	15 weeks EI benefit + Maternity top-up benefit from RRU = 95% total pay	10 weeks EI benefit + Parental top-up benefit from RRU 1) =95% total pay or 2) =73% total pay	1) Up to 25 weeks at 55% (or to EI max) pay from EI only or 2) 51 weeks at 33% (or to EI max) pay from EI only	1 week return to work bridging benefit = 100% pay from RRU	1) Up to 52 weeks (37 weeks if Parental only) Or 2) 78 weeks (63 weeks if Parental only)

*Only payable if EI waiting period is required to be served (there is only one waiting period per family).

Employment Insurance (EI):

- 1 week EI waiting period is unpaid by EI
- The basic benefit rates of 55% or 33% of **average insured earnings** are up to a **maximum weekly** amount as determined by EI annually
- EI payments are taxable income, meaning federal and provincial taxes will be deducted at source by EI

RRU Benefits:

- Waiting Period (WP) Bridging benefit: 100% regular earnings during the 1 week unpaid EI waiting period as RRU bridging benefit if RRU employee is required to serve waiting period.
- Maternity Top-up benefit (if applicable) of EI benefits for 15 weeks to 95% of regular earnings.
- Parental Top-up benefit of EI benefits for 10 weeks to either 95% or 73% of regular earnings (% amount is based on option selected – Standard or Extended).
- Top-up payments are taxable income, meaning federal and provincial taxes will be deducted at source by RRU.
- No top-up is paid during remaining weeks of EI benefit claim.
- If satisfying the return to work requirement, RRU will offer a Return to Work (RTW) bridging benefit of 100% regular earnings for 1 week following the EI benefit claim period (for example: for week 52 of a maternity + parental combined leave EI claim when parental leave option 1 is selected).
- *Health Benefits:* MSP and Manulife coverage continue throughout the approved leave period.
- *Vacation entitlement:* Vacation time continues to accrue during the approved leave period.
- *Sick benefit:* Sick time continues to accrue during the approved leave period.
- *Pension:* Top-up payments are pensionable earnings, meaning College or Municipal pension plan members will continue to contribute to their respective plans and RRU will submit employer contributions accordingly. There is a time-limited option to purchase service upon return to work.
- If the employee does not return to work for at least one year of equivalent pre-leave work schedule/FTE following maternity and/or parental leave, the bridging and top-up benefits must be repaid to RRU in full; if the employee returns to work but does not complete the equivalent of one year's pre-leave service, their repayment of bridging and top-up benefits will be reduced by 1/12th for every month of service completed.
- To apply for maternity and/or Parental leave, the employee should complete the [Maternity & Parental Leave Request Form](#) [1] then submit it to their supervisor for signature endorsement and forwarding to Payroll for processing.
- Information relating to EI Maternity and Parental benefits is available online here: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html> [2]
- The employee can begin an online EI claim for maternity and parental benefits immediately following their last day of work.
- On or shortly following their last day of work, the employee's Record of Employment (ROE) will be issued by RRU Payroll and will be submitted directly to Service Canada.
- EI will issue a confirmation statement to the employee once the claim is approved which must be sent in to RRU Payroll so that Payroll can adjust the top-up benefit amount to the

appropriate % of earnings.

Source URL (modified on 2019-02-01 13:29): <https://policies.royalroads.ca/policies/maternity-and-parental-leaves-policy-summary>

Links

[1] <https://humanresources.royalroads.ca/forms%20>

[2] <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>