

Childbirth Leave Guidelines

Temporary Academic Staff

Academic staff members hired on a temporary basis whose employment is governed by one of the following three Board-AASUA Agreements may be provided with Childbirth Leave under the respective Article: Contract Academic Staff: Teaching (Article 21), Sessional and Other Temporary Staff (Article 21), and Trust/Research Academic Staff (Article 24).

Questions regarding your leave may be directed to: employment.services@ualberta.ca

Questions regarding Employment Insurance (EI) eligibility should be directed to Service Canada.

Resources:

- Academic staff agreements: www.hrs.ualberta.ca/agreements
- Service Canada Employment Insurance: <http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternalparental.shtml>

Birth mothers are entitled to one year of leave for Childbirth, including a combination of Maternity Leave and unpaid Parental Leave.

Father or parents who are adopting a child are eligible for up to 37 weeks of unpaid Parental Leave.

Leaves cannot extend beyond the end date of the appointment.

Who is covered for Maternity Leave?

Birth mothers are eligible to apply for up to 15 weeks of maternity leave.

What is "top-up"?

Top-up payments are dependent on receipt of Employment Insurance (EI) benefits, the duration of the waiting period, and the medical leave that the staff member has available. The University will top up the difference between what EI pays (2015 maximum of \$524 per week) and 95% of salary. Base salary and market supplement, if any, are included in this calculation. If EI establishes a waiting period (typically two weeks), 95% of salary will be paid for the waiting period.

Applications for EI Maternity Benefits may be submitted online or in person to Service Canada. Records of Employment (ROE) are sent to Service Canada electronically by the University's Payroll Operations unit.

How are my Benefits and Pension affected?

If benefits and/or pension apply to the appointment period, employer-paid benefits coverage will continue during the maternity leave top-up period; pension contributions will be made by both the employee and the employer during the top-up period based on the full-time salary rate. You continue to accrue vacation during the top-up period.

Are my Benefits covered during Parental Leave without pay?

For employees hired under the Contract Academic Staff: Teaching Agreement or the Sessional and Other Temporary Staff Agreement: subject to benefits eligibility and the appointment period, under the current Academic benefits plan a staff member taking an unpaid leave of absence (leave without pay) as part of childbirth leave will be eligible for the continuation of employer-paid health-related benefits for up to six months. Participation in optional benefits and/or pension is at the discretion of and cost to the employee.

How do I apply for a leave?

You must submit a request for leave, in writing, to your supervisor (e.g. Chair/Director), who forwards the request to the next administrative level (e.g. Dean/Vice-President/Provost). The leave request is then sent to Employment Services, Human Resource Services, 2-60 University Terrace. Employment Services will provide written confirmation of the leave and further details regarding the leave process. It is appreciated if the staff member's formal request for leave is initiated at least three months prior to the anticipated leave start date or, in the case of adoption, as soon as possible.

What if I am currently on probation?

If the staff member has a probationary period under her/his employment contract, the supervisor must confirm, in writing, whether or not an extended probationary period is recommended. Such extension is normally for the length of the leave.