Resident Wellbeing Committee
Maternity and Parental Leave Checklist

Who to contact when you are considering taking a maternity and/or parental leave

- **Program Director (PD)**
  - It is up to you when you tell your PD that you are pregnant or that you are planning to take a maternity and/or parental leave. If you are pregnant, we recommend you tell your PD at least at the same time as when you start telling other people, as your program really should hear it from you. The earlier you tell them, the earlier they can help you with rotation planning, reduced call schedules and/or medical leaves as necessary.

- **Postgraduate Medical Education (PME)**
  - If you are a resident contact Kaylea Salamon at 780.492.9553 or pgres@ualberta.ca
  - If you are a fellow, contact Marie Goudreau at 780.492.9730 or pgfellow@ualberta.ca
  - They will take care of the PME aspect of your leave as well as start the process with Alberta Health Services.
  - Please be sure to give at least 3 months’ notice for this process.

- **Alberta Health Services (AHS)**
  - A letter will be sent from the PME to AHS informing them of your planned parental leave. If applicable, a Record of Employment (ROE) will be sent to Service Canada.
  - Before you start your maternity leave, AHS will send you a maternity benefit package. If you do not receive this package one month before the start of your maternity leave, call the AHS Contact Center at 1.877.511.4455.
  - You need to update your contact information in e-People and to check your account regularly. There is important documentation that will be sent by regular mail or via your e-People account.
  - You need to know your AHS email address. If you ask AHS to correspond with you by email they will only use your AHS email address.
  - After the baby is born, mothers should call the AHS Contact Center at 1.877.511.4455 as there are specific aspects to your benefits that are unique to the mother and must be coordinated with AHS.
  - For any other AHS related questions, please contact Jane Loogman in the Academic Medicine Medical Affairs Office (780.735.0712 or Jane.Loogman@albertahealthservices.ca)
  - Other than the situations listed above, you should contact Jane Loogman instead of the AHS Contact Center.

- **Employment Insurance (EI)**
  - You must contact Service Canada to apply for Employment Insurance, phone 1.800.208.7218 or visit: [http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternityparental.shtml](http://www.servicecanada.gc.ca/eng/sc/ei/benefits/maternityparental.shtml)
  - You need to have accumulated 600 insured work hours to be eligible. Please remember this only includes regular duty hours and that on call work is not included in this calculation.
  - According to their website:
    - You should apply for EI as soon as possible after you stop working.
    - If you delay applying for benefits later than four weeks after your last day of work, you risk losing benefits.
    - You can apply for EI maternity benefits before you give birth (as soon as during the 8th week before your due date or before the actual week you give birth).
    - You cannot receive EI maternity benefits more than 17 weeks after the week you were expected to give birth, or the week you actually gave birth, whichever is later.
    - The date you submit your application is very important, since it affects the amount of maternity benefits you are entitled to receive.
    - Remember that you are entitled to a total of 52 weeks of combined maternity and parental leave

- **Canadian Medical Protective Association (CMPA)**
  - You should contact the CMPA to cancel your membership for the period of time that you are not working.
  - Call 1.800.267.6522 between 0830 and 1630 EST or visit [www cmpa-acpm.ca](http://www.cmpa-acpm.ca)
Points to remember from current Resident Physician Agreement:

Maternity Leave
- A resident physician who becomes pregnant receives up to a maximum of 17 weeks of maternity leave. Such leave may commence up to 8 weeks prior to the predicted date of birth.
- The resident will receive up to 17 weeks of sufficient pay to match 90% of their salary (regardless of EI eligibility).
  - If eligible for EI, this “top up” will be reduced by the EI benefits received during the period so that the total income will be 90% of their salary.
  - Remember, this “top up” will be paid out at the end of your maternity leave (17 weeks) in one lump sum. Keep this in mind when making financial decisions during your maternity leave.
- If a resident physician has a valid health related reason for being absent from work in excess of the 17 weeks of maternity leave, she is eligible for paid sick leave.
- If a resident physician goes on sick leave prior to the birth of the child, the sick leave ends and the maternity leave starts the day the child is born.

Parental Leave
- Birth mothers can take up to 52 weeks off. Of this, 17 weeks are maternity leave and 35 weeks are parental leave. Parental leave is unpaid, except for EI benefits if eligible.
- Partners of birth mothers and parents of adopted children can take up to 2 weeks leave of absence with full pay and benefits. As well, they can take up to 52 weeks of unpaid parental leave.
- It is important to remember that parents (who are both resident physicians) can share the parental leave, but the combined total cannot exceed 35 weeks.

Benefits and Insurance
- Resident physicians automatically lose their Blue Cross benefits while on maternity and unpaid parental leave. A resident may choose to “opt-in” by paying 100% of the premiums for these benefits. In either case, residents continue to have access to their Flexible Spending Account, and PARA will continue to pay their premiums for Long Term Disability Insurance and Life Insurance.

Other things to consider:

Waivers of Training
- Occasionally some time taken off is “waived” so that a resident does not need to extend training. However, these waivers are rare and a waiver cannot be applied for until the final year of training. You should expect to complete your entire training.
- Also be aware that waivers of training time may affect eligibility for the United States Board Exams due to their length of training qualifications. Get informed before you apply!

Information from PARA
- Check out the PARA website for more information in the common resident questions section under maternity and parental leave: https://para-ab.ca/common-resident-questions/maternity-and-parental-leave.

University of Alberta
- The RWBC’s Child Care Information List has information about local childcare options. Please remember that some day cares have very long wait lists so it is important to get your name on the list as soon as possible!
- The RWBC’s Resource List has help in finding a family doctor as well as accessing resources for you and your family’s health.

Returning to work
- Keep in touch with your program and let them know when you are coming back so they can get you back on the schedule.
- Reset your Netcare password (remote FOB access should still work). Phone: 1-866-756-2647 toll free
- Reset your windows access password at your hospital. This should also reset your PACS access.
- Call the AHS HR Contact Centre (1.877.511.4455) to ensure they have the correct return to work date so you’ll be paid and your benefits will be reinstated.
- Contact the Parking Services/Security Office to set-up your parking and get your ID reactivated.
  - http://www.albertahealthservices.ca/services.asp?pid=service&rid=1026807
- If any certifications have expired (i.e. BLS and ACLS), you should get re-certified prior to your return.
- Get a complete list from your program on what is required to complete your residency, such as specific courses you may have missed while on leave.

Need Help?
If you have any issues, questions or are in need of support, please contact Erica Dance in the Office of Learner Advocacy & Wellness at 780.492.3092 or erdance@ualberta.ca or contact PARA at 780.432.1749 or para@para-ab.ca.