

**MUFA PREGNANCY/PARENTAL
LEAVE OF ABSENCE REQUEST FORM**

A	NAME	EMPLOYEE NUMBER	DEPARTMENT	EXTENSION	LAST DAY WORKED PRIOR TO LEAVE
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B I REQUEST A LEAVE OF ABSENCE FROM _____ TO _____ INCLUSIVE.

C **SUPPLEMENTAL UNEMPLOYMENT BENEFIT (SUB):**

As a member of MUFA, you may elect to receive the following SUB entitlement, based on eligibility (additional information regarding pregnancy/parental leave can be located at <https://hr.mcmaster.ca/employees/life-events/statutory-leaves-of-absence/>).

In the event of a Limited Term Appointment, SUB will cease on the end date of the appointment (unless the appointment is extended).

Pregnancy Leave SUB (up to the 11th week inclusive)

- In accordance with the *Employment Standards Act, 2000*, employees are entitled to take pregnancy leave of up to 17 weeks. For each week of Pregnancy Leave, up to the 11th week inclusive, the University will pay 95% of regular salary minus the maximum amount of weekly pay any employee is eligible to receive in accordance with the EIA (the 'EI Max'), regardless of whether such amount is actually received by the Employee.

Parental Leave SUB (up to the 19th week inclusive)

- In accordance with the *Employment Standards Act, 2000*, employees are entitled to take parental leave of up to 61 weeks (birth mothers who took pregnancy leave) or 63 weeks (birth mothers who did not take pregnancy leave, and all other new parents). For each week of Parental Leave, up to the 19th week inclusive, the University will pay 95% of regular salary minus the maximum amount of weekly pay any employee is eligible to receive in accordance with the EIA (the 'EI Max'), regardless of whether such amount is actually received by the Employee.

Pregnancy/Parental Leave SUB (11+19 weeks) Advanced

- The total period of eligibility for SUB through a combination of pregnancy leave and parental leave is 30 weeks (11 + 19). This option sees the SUB administered continuously for a period of up to 30 weeks without interruption (advance of parental leave SUB payment) effective the 1st week of pregnancy leave.

NOTE: If you elect to receive Pregnancy/Parental Leave SUB (11+19 weeks) Advanced and return to work/resign/contract expires prior to week 23 (17 weeks pregnancy + 6 weeks parental), you will be required to repay any advanced SUB payments received.

Pregnancy/Parental Leave SUB (11+19 weeks) Interrupted

- The total period of eligibility for SUB through a combination of pregnancy leave and parental leave is 30 weeks (11 + 19). This option sees the SUB administered during the periods of leave [i.e. will receive 11 weeks of SUB during pregnancy leave portion, will cease payments for weeks 12 to 17 inclusive, and SUB payments will resume the 1st week of parental leave (week 18) for 19 weeks].

NOTE:

- A Record of Employment (ROE) will automatically be issued electronically to Service Canada after you receive your last regular pay deposit.
- For Employment Insurance purposes, we recommend that you start your Pregnancy/Parental Leave on a Monday and end it on a Friday.
- For leaves of absence less than one month in duration, unless otherwise indicated, it is assumed your benefit and pension plan coverage will continue and the applicable premiums will be deducted on your first pay deposit upon your return.

1.	EMPLOYEE SIGNATURE: _____	DATE: _____
	Please Print Name, and Sign	
2.	DEPARTMENT HEAD AND/OR DESIGNATE: _____	DATE: _____
	Please Print Name, and Sign	

RECEIVED BY:

3.	HUMAN RESOURCES: _____	DATE: _____
4.	PROVOST OFFICE: _____	DATE: _____

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