

Employee Guide for Members of MUFA: Pregnancy / Parental Leave Supplemental Unemployment Benefit (SUB)

The below information is intended to provide a high-level summary and guide for Faculty and MUFA Librarians as it relates to their pregnancy and parental leave entitlements for leaves beginning on or after July 1, 2022. Further details on this policy can be found here: [Pregnancy and Parental Leave Policy for MUFA](#).

Eligibility

Pregnancy Leave: In accordance with leave eligibility requirements as outlined under the *Employment Standards Act, 2000*, all Faculty and MUFA Librarians who are pregnant and who have at least 13 weeks' continuous employment at the University prior to the estimated date of delivery of a child (or children) are entitled to take a pregnancy leave.

Parental Leave: In accordance with leave eligibility requirements as outlined under the *Employment Standards Act, 2000*, all Faculty and MUFA Librarians who are parents of a child and who have at least 13 weeks' continuous employment at the University are entitled to take a parental leave when a baby or child is born or first comes into their care (such as through adoption).

Notice

Individuals wishing to request a pregnancy / parental leave of absence should submit a completed and approved [Request for Leave of Absence Form](#) to Human Resources by email to hr.mcmaster@mcmaster.ca. Following the submission of a Request for Leave of Absence form, employees will be provided with important information regarding their leave, including benefit options. To allow appropriate processing of any of these leaves and to address any questions, please provide a minimum of four weeks of notice of your intent to take such a leave.

Financial Plan Details

Eligibility to take time off work for pregnancy and parental leave under the *Employment Standards Act, 2000* is different from eligibility for payment of maternity benefits and parental benefits under the federal [Employment Insurance Act](#). Eligibility for Employment Insurance is not a university decision, and it is recommended where employees may have questions that they contact Service Canada directly at 1-800-206-7218.

More information on EI and government paid maternity / parental benefits, including how to apply, can be found [here](#).

Faculty and MUFA Librarians who take a pregnancy and/or parental leave are entitled to the financial benefits set out below:

Pregnancy Leave

For each week of pregnancy leave up to the 17th week, inclusive, the University will pay 95% of regular salary* less the maximum amount of weekly pay any employee is eligible to receive in accordance with the EIA (the 'EI Max'), regardless of whether or not such amount is actually received. If the individual

provides proof that their EIA entitlement is less than the EI Max, their weekly payment from the University will be 95% of regular salary less the amount of their EIA entitlement.

Parental Leave

For each week of parental leave up to the 19th week, inclusive, the University will pay 95% of regular salary* less the maximum amount of weekly pay any employee is eligible to receive in accordance with standard parental benefits provisions of the EIA (the 'EI Max'), regardless of whether or not such amount is actually received by the Faculty or MUFA Librarian. If the individual provides proof that their EIA entitlement is less than the EI Max, their weekly payment from the University will be 95% of regular salary less the amount of their EIA entitlement.

Pregnancy and Parental Leave Combined: The total period of eligibility for financial benefits through a combination of pregnancy leave and parental leave is 36 weeks (17 + 19).

***Regular salary is deemed to be the base salary received on the last day of work. If any salary increases are applied during the duration of the leave (both pregnancy and parental), the supplemental unemployment benefit will be re-calculated based on the updated salary amount. This re-calculation will take place within 4 pay periods following the pay period in which they received the wage adjustment.**

Financial Benefit Example (Illustrative Purposes Only)

Illustrative Scenario: A Faculty Member elects to take a pregnancy and parental combined leave commencing August 15, 2022.

| | Calculation | Amount (*subject to normal statutory deductions and remittances) |
|--|---|---|
| Faculty Member annual gross salary on date of leave | | \$110,000 (\$2,108.15 weekly) |
| 2022 Employment Insurance (EI) maximum weekly benefit | | \$638 per week |
| For 1-week EI waiting period, member receives 95% of salary with no EI deduction | $\$2,108.15 * 95\%$ | \$2,002.74 per week |
| For remainder 35 weeks of leave, member receives 95% of salary with EI maximum weekly benefit deducted | $\$2,002.74 - \638 | \$1,364.74 per week |
| Total gross financial benefit | $(\$2,002.74 * 1 \text{ week}) + (\$1,364.74 * 35 \text{ weeks})$ | \$49,768.64 for total leave period (36 weeks) |
| Bi-weekly payment after EI waiting period | \$47,765.90 / 35 weeks | \$2,729.48 biweekly |

Group Benefits / Pension While on Leave

Faculty and MUFA Librarians who take a Pregnancy and/or Parental Leave will continue to have Extended Health, Out of Country Emergency Coverage, Dental and Basic Group Life Insurance while on leave and will have the option of continuing to participate in Optional Group Life Insurance, AD&D, Long Term Disability and Pension provided the employee is eligible for (and is participating in) these benefits and continues to contribute his/her normal share of the cost of these benefits. If employee pension contributions are discontinued, pensionable service will not accrue, and anticipated retirement dates may be affected.

Individuals wishing to continue participation in any of the employee-paid benefits, must notify Human Resources of this decision in advance of the commencement of the leave and arrange for the payment of their normal share of benefit premiums. Employees will be provided with information including costs associated with continuation of benefits following the submission of their Leave of Absence Request form to help them make an informed decision on the continuation of their benefits.

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