

INFORMATION SHEET PREGNANCY/PARENTAL LEAVE

Nurses are entitled to 17 (15 paid) weeks pregnancy leave and 35 paid weeks Parental leave for a total of 52 weeks.

11.07 (b)- You need to give written notification at least one month in advance of the date of commencement of the leave and the expected date of return. You send this request to your nurse manager who forwards it to Human Resources. H.R then sends a letter to you confirming your leave has been granted. H.R also forwards a copy of this to payroll who issues you a **Record Of Employment** on the Friday following your last pay. The hospital will mail the R.O.E. The form can be accessed though My St. Joe's-Department-Human resources-Employee links-Leave of Absence.

You submit this ROE to the Employment Insurance office to start your benefit claim. You can now sign a form at E.I that allows for direct deposit of your money every 2 weeks. The basic benefit rate is 55% of average weekly earnings to a maximum of 501 \$ per week.

Information can be found at www.servicecanada.gc.ca

Supplemental Unemployment Benefits

To claim SUB benefits you must submit your E.I cheque stubs or the letter received from E.I confirming your benefits. You can submit to payroll either by mail or in person.

Payroll will then commence automatic deposits bi-weekly.

This benefit is the difference between 84% of your regular weekly earnings and the sum of your E.I. benefits. $37.5 \text{ hours} \times \text{hourly rate} \times 84\% = X - \$501.00 = Y$

For Part-time nurses the calculation of regular weekly earnings is calculated on the average hours worked in the previous 26 weeks. This top up is paid for 15 weeks (excluding the 2 week wait period) for the pregnancy leave part and 10 weeks of the parental leave portion so a total of 25 weeks. (See art. 11.07 and 11.08)

SERVICE AND SENIORITY

You accumulate service and seniority for 52 weeks. as per art.10.04 of the C/A.

Part time will have hours added following the leave based on their average weekly hours.

BENEFITS

The hospital continues to pay for benefit plans for the 17 weeks pregnancy leave and the 35 weeks of parental leave-total of 52 weeks. You are still responsible for your share of the cost of premiums that you wish to continue while on your leave .

RETURNING TO WORK

You must reaffirm your date of return 4 weeks in advance.

Remember if you work on day in a month you are responsible for submitting union dues.

VACATION

The period of pregnancy/parental leave is considered to be an unpaid leave. You will therefore not be earning vacation credits during your leave. This may impact the amount of vacation pay you receive when you return from your leave .

Vacation is earned from May 1st to April 30th one year and taken the following year. If you work less than 1525 hours then your vacation pay is calculated as a percentage of the hours worked.

You are entitled to your vacation time off as per the Collective agreement but you may not receive paid vacation for the entire time. Unused vacation credits before the leave commences can be carried over to offset any unpaid vacation time when you return to work.