

INFORMATION REQUIRED:

How much notice am I required to give to my employer prior to my leave?

You must submit to your employing authority an [application](#) in writing for leave at least four weeks before the day on which you intend to commence your Maternity and/or Parental Leave.

Do I have to provide a medical certificate?

Yes – you must submit to your payroll department a certificate from a duly qualified medical practitioner certifying your pregnancy and expected date of delivery. Confirmation from a certified Midwife is also acceptable.

How do I obtain my Record of Employment (ROE)?

You must request your ROE from your Pay & Benefits Office. See [Pay and Benefits Contact Information](#).

Do I have to take my Record of Employment to Human Resources & Skills Development Canada (HRSDC)?

Your ROE may be filed electronically from payroll to HRSDC. Please confirm this with your payroll office.

Do I have to apply for Employment Insurance (EI)?

Yes – please contact your nearest Human Resources and Skills Development Canada (HRSDC) office for information. You can also apply on-line at: http://www.servicecanada.gc.ca/eng/ei/faq/faq_special.shtml

What forms do I need to complete?

See link to [Forms Chart](#)

What information must I provide my Pay & Benefits Office with in order to apply to receive a Supplement to Employment Insurance (EI) under Maternity Leave Plan “B”?

You must send your Pay & Benefits Office your first EI pay stub immediately upon receipt so that the amount of any eligible supplement can be calculated. Failure to do so will result in a delay of your Supplement to EI.