

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.

“This information is available in alternate formats upon request.”

