

# CONTRACT INTERPRETATION

## GUIDELINES FOR MATERNITY AND PARENTAL LEAVE

This resource is designed for birthing and non-birthing parents looking for guidance around parental and maternity\* leave.

*\* BCNU recognizes that current federal law and Nurses' Bargaining Association Provincial Collective Agreement (NBA PCA) language is not gender inclusive and that references to 'maternity leave' exclude the lived realities of many BCNU members.*

### ..... As soon as you find out you're expecting a child .....



#### Create a Calendar

Once you find out you're expecting, use your estimated due date and work backwards on a calendar, using this resource as a guide.



#### Update Contact Information

Update your contact information with BCNU and confirm you can access the member portal.



#### Search Employer's Intranet Page

Look for existing parental leave resources (e.g., FAQ, info sheet, forms, etc.) and save them electronically for easy reference.

#### Visit the Service Canada Website

Visit the Service Canada Website for information on birthing and non-birthing parent EI benefits and if applicable, decide whether you will be sharing benefits with your spouse.



#### Review NBA PCA

Review Article 38 – Maternity and Parental Leave - and its corresponding contract interpretation manual section (found in the member portal).



#### Purchasing Pensionable Service

Consider purchasing back your pensionable service from your maternity/parental leave. This can be completed on a monthly basis throughout your leave or in a lump sum within five years. If you choose the monthly payment option, contact the Municipal Pension Plan or the Public Service Pension Plan at 1-800-668-6335 in advance of your maternity/parental leave to set up your payment plan.



### ..... At least four weeks from your leave start date .....

**PRO TIP:** Inform your manager in writing if you will be choosing standard parental leave (12 months) or extended parental leave (18 months).



#### Contact Parking Services

Suspend your parking pass and related deductions beginning on the first day of your leave. Do not loan your pass to anyone.

**PRO TIP:** Service Canada's work week is from Sunday to Saturday for the purposes of determining EI entitlement. EI payments will commence two weeks from your registration date.



#### Register for Employment Insurance (EI)

Check the Service Canada website for EI eligibility requirements. Register for EI after your last paid workday (including any paid leaves).

#### Notify Your Manager

Email your manager with the expected date of your child's arrival. At the very latest, this should be done four weeks before you start your leave.



#### Request your Record of Employment (ROE)

Once you know your last paid workday, (Including any paid leaves) request your ROE. ROEs are typically sent electronically to Service Canada directly. You may not receive a physical copy.



#### Complete SEB (Supplementary Employment Benefit) Form

If you are a birthing parent, complete the SEB form and send to payroll after you have received your first EI payment. Include a copy of the "my current claim" page from your EI registration.



### ..... After your child's arrival .....



#### Add Your Child as a Dependent

Contact your benefits administrator and add your child's name to your plan after your child's arrival.

**PRO TIP:** SEB can only be calculated once Service Canada's supporting documents are received by payroll.

### ..... Anytime .....



#### Contact a Steward

Members are not required to change their employment status (full time, part time, etc.) for the purposes of their LOA. Please contact your steward with any questions about LOAs. Contact information can be found on the member portal.