



Ontario Tech University Supplemental Unemployment Benefit (SUB) Checklist for Maternity and Standard or Extended Parental/Adoption Leaves

The Supplementary Unemployment Benefit (SUB) plan is a University paid benefit available to all full-time continuing employees who have worked for the University for at least thirteen (13) weeks and are eligible to take a Maternity and/or a Standard or Extended Parental Leave of absence. Maternity leave (also referred to as “Pregnancy leave”) and a Standard or Extended Parental leave (includes Adoption leaves) are set out in the [Employment Standards Act of Ontario](#). The University’s SUB program tops up the [Employment Insurance \(EI\) Benefits](#) received from the Federal Government to provide 93% of base earnings during the leave(s).

First things First

The first thing to do is familiarize yourself with the SUB policy and the SUB toolkit documents. As you review these documents, take some time to plan your leave dates and consider your financial situation. The next step is to engage your Manager/Supervisor/Dean as soon as you can to discuss your planned leave dates and any vacation (vacation is deemed taken for faculty members and is not applicable) you would like to add at the beginning or at the end of your leave(s). Remember, you will accrue vacation during your maternity/standard or extended parental/adoption leave of absence(s). It is important that you review your current vacation balance and plan accordingly. Please use this checklist, the “FAQ” and “SUB –At A Glance” to learn more about this benefit.

Call HR for an Appointment

Once you have made your decision and discussed your plan with your Manager, please contact pensionandbenefits@ontariotechu.ca for an appointment to complete the necessary forms. Please bring a copy of your most up to date and verified vacation balance with you. You can request this from your department attendance keeper.

Things for you to consider

1. **Determine your eligibility for the University’s SUB program and the Federal government’s Employment Insurance (EI) Benefits**
 - a) Please read the University’s SUB plan, the relevant sections of either your [collective agreement](#) or [non-academic employment policy](#) as the case may be, and;
 - b) EI benefits -please access the [Service Canada website](#) for details.

Note: To receive the University’s SUB plan, you will be required to provide the payroll department with proof of your first EI payment. An estimate is initially calculated until you receive your first EI payment. If your salary rate changes while you are on your leave, your SUB payments will be recalculated accordingly.

2. Consider the Maternity and/or Standard or Extended Parental/Adoption

- Review the options available to you either the Standard or Extended Parental Leaves (see below)
- Review and confirm your vacation balance with your manager and/or attendance keeper.

3. Consider the length of your leave(s):

Maternity Leave of Absence

- Up to a maximum 17 weeks
- You may elect to start your pregnancy leave at the earlier of the birth date/due date or custody date or as early as twelve (12) weeks prior to the due date.
- Maternity Leave EI benefits are payable only to the biological mother or surrogate mother who is unable to work because she is pregnant or has recently given birth.

Parental/Adoption Leave (Standard Parental or Extended Parental Leave of Absence)

Once you have met with Human Resources and have completed the necessary documents for the standard or extended parental leave you cannot change the original option you have elected. Please ensure you give some thought to your election before meeting with HR and decide which Parental/Adoption Leave option is best for you.

You may elect one of the two (2) Options listed below:

Option 1- Standard parental leave - up to a maximum of 35 weeks if this follows a pregnancy leave, otherwise for all other parents a maximum of up to 37 weeks
or;
Option 2- Extended parental leave -up to a maximum of 61 weeks if it follows a Maternity leave, otherwise for all other parents a maximum of up to 63 weeks.

4. Consider how the SUB works for Maternity and/or Standard or Extended Adoption/Parental Leave of Absence

SUB Payments for Maternity Leave:

- one (1) week (EI waiting period) of SUB payments at 93% of the base earnings and for which no EI payments are available and;
- 15 (fifteen) weeks for which the EI benefit is payable, calculated at 93% of the base earnings less the EI amount paid to you and;
- one (1) week of SUB payments at 93% of base earnings for which no EI payment is available.

SUB Payment for Option 1 -Standard Parental/Adoption Leave

Option 1 - SUB Payments -Standard Parental/Adoption Leave:

- one (1) week (EI waiting period) of SUB payments at 93% of your base earnings, for which no EI payment is available (not applicable if paid at the beginning of a maternity leave) and;
- thirty-five (35) weeks for which the EI benefit is payable, calculated at 93% of base earnings less the EI amount paid to you and;
- one (1) week of SUB payments at 93% of base earnings for which no EI payment is made (not applicable if paid at the end of the maternity leave.)

OR;

Option 2- SUB Payments for Extended Parental/Adoption Leave consists of the following:

- one (1) week (EI waiting period) of SUB payments at 93% of your base earnings, for which no EI payment is made. This first week of SUB is not payable, (not applicable if paid at the beginning of a maternity leave) and;
- sixty-one (61) weeks for which the EI benefit is payable, calculated as 93% of base earnings less the EI amount paid to you and;
- one (1) week of SUB payments at 93% of your base earnings for which no EI payment is made. This last week of SUB is not payable, (not applicable if paid the end of the maternity leave).

SUB payments for “Option 2 -Extended Parental/Adoption Leave of Absence” are equal to the total amounts that would be payable under “Option 1- Standard Parental/Adoption Leave.” The SUB payments are disbursed over the length of the Extended Parental Leave period. The SUB payments made under Option 2 -Extended Parental/Adoption Leave will not be greater than the SUB payments made under the Option 1 Standard Parental/Adoption Leave.

If you would like an estimate of your SUB payments please send your request to the payroll department with your contemplated leave(s) and dates directly to monthlypayroll@ontariotechu.ca.