

## Supplementary Unemployment Benefits (Maternity/Parental Leave(s) of Absence) Frequently Asked Questions:

### Q: What is the Supplementary Unemployment Benefit (SUB) Plan?

**A:** The SUB plan is a University paid benefit available to all full-time continuing employees who are about to become parents, 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 of absence(s) are set out under the [Employment Standards Act of Ontario](#). The SUB plan tops up the amount received under [Employment Insurance](#) to provide employees with 93% of their base earnings during the leave(s).

### Q: What does the definition of Parent include?

**A:** Parents include biological mothers, surrogate mothers, adoptive parents and includes a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own.

### Q: How does it work?

**A:** The SUB plan tops-up the amount you are eligible to receive from the [Employment Insurance \(EI\)](#) benefit available from the Federal government. The total amount you receive from the EI benefit and the amount that you receive from the University’s SUB plan will provide you with earnings that are equal to 93% of the base salary that you would have earned.

**Maternity Leave** -up to a maximum of seventeen (17) weeks. Only the birth mother or surrogate mother may take this leave of absence.

#### **SUB payments during a Maternity Leave:**

- One (1) week of SUB benefit, where no E.I. is payable at 93% of base earnings (E.I. waiting period) and;
- Fifteen (15) weeks where there are E.I. benefits payable calculated as 93% of base earnings less the EI benefit and;
- One (1) week of SUB benefit, where no E.I. is payable at @ 93% of base earnings.

**Parental/Adoption Leave** –There are two (2) options available for the Parental/Adoption leave. You may elect to take either **Option 1) Standard parental/adoption leave** available up to a maximum of thirty-five (35) weeks if this follows a pregnancy leave, otherwise for all other parents, a maximum of up to thirty-seven (37) weeks. Alternatively, you may elect to take **Option 2) Extended parental/adoption leave** available up to a maximum of sixty-one (61) weeks if it follows a pregnancy leave, otherwise for all other parents, a maximum of 63 weeks. Both parents may share either the Standard or Extended Parental/Adoption Leave.

#### **SUB Payments during either a Standard or Extended Parental/Adoption Leave**

##### **Option 1) Standard Parental/Adoption Leave SUB payments:**

- One (1) week of SUB benefit, where no E.I. is payable at 93% of base earnings (not applicable, if it has been paid at the beginning of a maternity leave), and;

- Thirty-five (35) weeks where there is E.I. payable at 93% of base earnings less the E.I. benefit, and;
- One (1) week of SUB benefit, where no E.I. is payable at 93% of base earnings (not applicable if it has been paid at the end of the maternity leave) **or**;

**Option 2) Extended Parental/Adoption Leave SUB payments\*:**

- One (1) week of SUB benefit, where no E.I. is payable at 93% of base earnings (this is not payable again, if it has been paid at the beginning of the maternity leave), and;
- Sixty-one (61) weeks where there is E.I. payable at 93% of base earnings less E.I. benefit, and;
- One (1) week of SUB benefit, where no E.I. is payable at 93% of base earnings (not applicable, if it has been paid the end of the maternity leave).

\*SUB payments made for an Extended Parental Leave will not be greater than the SUB payments made for a Standard Parental Leave.

**Q: Who calculates the SUB payments?**

**A:** The payroll department will calculate your SUB payment. You must provide proof of EI benefits to be eligible for SUB payments

**Q: How many weeks or months in total can I take for a combined maternity/and/or Standard or Extended Parental/Adoption leave?**

**A:** You have a choice and you may elect to take a combined maternity/standard parental/adoption leave of up to 52 weeks (12 months) or you may elect to take a combined maternity/extended parental leave of up to 78 weeks (18 months).

**Q: Can I change my mind later on if I decide to change my original election for either the Standard or Extended Parental leave?**

**A:** No, once you met with Human Resources (HR) 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 either the Standard Parental Leave or an Extended Parental Leave.

If you are sharing a Standard or Extended Parental Leave, both applicants are required to choose the same type of Parental Leave Option (i.e. either the standard or extended parental leave). SUB and EI payments are determined by your election and cannot be changed after you have commenced your leave.

**Q: When do I notify Human Resources or my manager of my leave?**

**A:** It is important to start your discussion with your manager as early as possible. We recommend that all final documentation be completed, verified and signed with Human Resources at least four (4) weeks prior to your intended leave(s) of absence.

**Q: What happens to my pension and benefits when I am on a Maternity/Parental/Adoption leave?**

**A:** As a member of the University defined contribution pension plan (DCPP), you may elect to continue to make pension contributions during your leave(s) for your employee required contributions and any additional voluntary contributions (AVCs), however you are not required to do so. If you elect not to continue to make your required pension contributions or any AVCs, the University will, continue to make its required and any

supplemental pension contributions during the leave(s). If you elect to continue to make your required contributions and any AVCs these will be deducted from your SUB benefit payments. Please note that you cannot make pension contributions for the period of your leave period, after you return to work from your maternity/and/or parental leave on a retroactive basis.

For your group benefits, these benefits continue while you are on leave. During your leave, you will be required to continue to make payment for the employee paid premiums. Your employee paid premiums for Long Term Disability (LTD) and any Optional Life Insurance or Optional Accidental Death & Dismemberment (AD & D) Insurance will be deducted from your SUB benefit payments made by the University.

**Q: How do I add my newborn to my group benefits?**

**A:** Upon the birth of your newborn, please notify [Bikisha.pascoe@ontariotechu.ca](mailto:Bikisha.pascoe@ontariotechu.ca) with the baby's name, gender and date of birth. Once this information is received in our office, your newborn will be added to your group benefits plan at the University.

**Q: What happens to my vacation?**

**A:** Vacation will continue to accrue for the duration of your pregnancy/parental/adoption leave. Non-academic staff are encouraged to review their vacation balance and discuss their plans to use vacation before and/or after the leave of absence with your Supervisor/Manager. For Academic staff, vacation is deemed taken.

**Q: Will I receive my annual salary increase during my leave?**

**A:** If there is an approved salary, it will be granted as provided for under the specific policy /collective agreement that applies to your employment group. Accordingly your SUB benefit, will be adjusted during your leave of absence to reflect the new salary should the effective date of said salary increase occur during your leave.

**Q: When will I receive my Record of Employment (ROE)?**

**A:** Payroll will issue and file your ROE electronically with Service Canada following your final regular pay. If you apply for EI benefits before the ROE is filed with Service Canada, your application will be processed as soon as Service Canada receives the ROE.

**Q: Will the University SUB be paid automatically?**

**A:** Initially, your SUB payments will commence based on an estimate of your EI earnings. To be eligible for SUB payments, you are required to submit proof of payment of EI benefits as soon as you receive it directly to [monthlypayroll@ontariotechu.ca](mailto:monthlypayroll@ontariotechu.ca).

**Q: What happens if I have the baby earlier than my anticipated leave date?**

**A:** If your baby arrives earlier than your approved leave dates, please contact [Bikisha.pascoe@ontariotechu.ca](mailto:Bikisha.pascoe@ontariotechu.ca) as soon as you are able to and provide the revised date of birth. Your maternity leave will commence as of the date of birth and all your dates will be revised accordingly, and the payroll department will issue your ROE.

**Q: How do I apply for EI benefits?**

**A:** At [Service Canada](#), select "Apply" and follow the outlined steps. Should you need help applying please contact Service Canada directly at 1-800-206-7218.

**Q: Is income tax be deducted from my SUB?**

**A:** Yes, income tax will be deducted. It is recommend that you review your income tax deductions from both sources of income, the SUB payments and the EI payments. Each entity will deduct taxes from your payment as if this is your only source of income. Therefore, the taxes withheld may not be sufficient to meet your annual tax obligation. You may wish to consider increasing the amount of tax withheld. If you wish to change, the amount of tax withheld by Ontario Tech under the SUB payments please contact the payroll department directly at [monthlypayroll@ontariotechu.ca](mailto:monthlypayroll@ontariotechu.ca).

**Q: What happens to my laptop and/or email during my leave?**

**A:** You are required to return your equipment to your manager prior to your leave. You will still maintain web access to your email and [mycampus](#) for the duration of your leave. If you are having issues accessing either, please contact [servicedesk@dc-uoit.ca](mailto:servicedesk@dc-uoit.ca) directly for assistance.