



birth. HR will temporarily place you on unpaid leave until documentation is provided. Once we receive a copy of the birth certificate, your HR Associate will amend the unpaid leave to parental leave. This will not affect your eligibility for Employment Insurance.

### Maintenance of Benefits While on Leave

Once your written notice is received by Human Resources, your HR Associate will issue a letter confirming your leave dates and to provide details of your benefits during your absence. While on leave, SFU will continue to pay the employer portion of your benefit premiums and you will be responsible for paying the employee portion that is normally deducted from your pay. After receiving the confirmation letter, you must make arrangements to pay for your share of benefit premiums as soon as possible. A benefit authorization form will accompany your letter which details the amount owed. Finally, you will receive a Pacific Blue Cross Change Form to add your baby to your extended health and/or dental plan (if applicable). You must complete and return the Change Form within 60 days of the baby's birth.

As per Bill 66, employees are required to be paid out any balance of vacation time that is not taken in the year immediately following that in which it was earned. Therefore, if you have accrued vacation in the current year then take a leave that will cover the entire next year and thus do not use the prior year's vacation. You will be subject to pay out under Bill 66. For more information on Bill 66, please refer to the following link:  
<http://www.bclaws.ca/civix/document/id/billsprevious/3rd37th:gov66-3>

### Employment Insurance

After receiving your last paycheque, Payroll Services will electronically file your Record of Employment (ROE) directly to

## Maternity and Parental Leave Checklist

### Prior to Leave:

Submit written request for leave to Supervisor and ensure that an ePAR is submitted by your Supervisor to HR at least 4 weeks prior to start of leave

- Include any vacation you plan to take prior or following the leave
- Include maternity and parental leave start and end dates
- Provide confirmation from your midwife or doctor of the estimated due date

Confirm EI eligibility and options; gather required information

Complete EI benefits application when leave starts; SFU will automatically submit your ROE

Let us know in writing (email) if your baby/ies arrive earlier than your leave start date

Submit EI statements as soon as received to start receiving your reimbursement.

### Once Baby is Born:

Send copy of birth certificate(s) or proof of adoption to [hr@sfu.ca](mailto:hr@sfu.ca) (only applicable for Parental Leave)

Send Pacific Blue Cross Change form to [hradmin@sfu.ca](mailto:hradmin@sfu.ca) for processing within 60 days of the birth