

Residents Applying for Parental/Adoption Leave Benefits

As per **Article 18.03 Parental/Adoption Leave** of the collective agreement:

- You must give the program director two (2) weeks' notice of the date you will begin Parental/Adoption leave including effective dates.
- The program will submit the information to the Post-Graduate Medical Education (PGME) office. The PGME office will advise the employer (NSH) the resident is taking a Parental/Adoption leave of absence.

Beginning Parental/Adoption Leave:

- In order to receive top-up from NSH, you **must** be in receipt of EI benefits.
- You must apply to receive Parental/Adoption benefits from Employment Insurance (EI).
- You can start your claim prior to beginning Parental/Adoption leave. You can apply at: https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/apply.html
- Payroll will electronically forward your Record of Employment (ROE) to EI after you start your leave.

EXAMPLE:

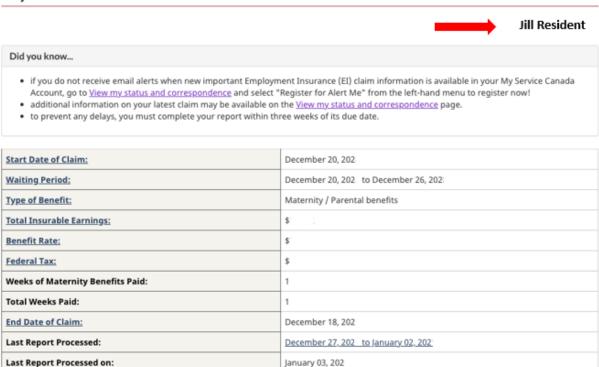
- Last day worked was October 13th
- The pay date for the October 11th October 24th pay period is November 5th
- The ROE would be send electronically to Service Canada the week of November 2nd
- Waiting to set up your El claim may cause a delay in receiving your El and top-up benefits

As per Article 18.04 Parental/Adoption Leave Allowance of the collective agreement:

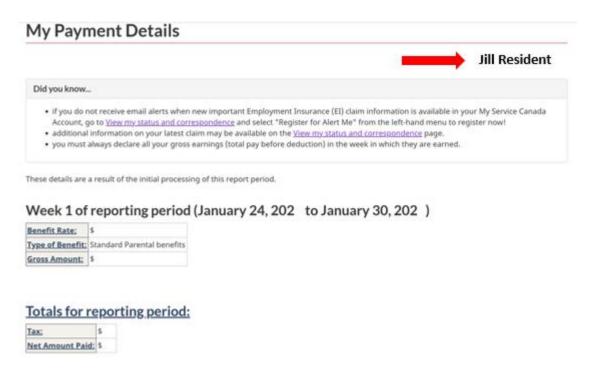
- A resident employed by NSH, and eligible for EI benefits, is entitled to a maximum 11 weeks of the following:
 - Payments equal to 75% of your salary for one week if you serve the El waiting period.
 - Payments equal to 93% of your salary, less your El Benefit, up to a maximum of 10 weeks.
 - The resident is then eligible to receive an additional unpaid 24 weeks of Parental/Adoption leave.
- In order for your SUB to be deposited into your account from NSH, it is **mandatory** that proof be provided that you are in receipt of EI benefits.
- Create a screen shot of "My Latest Claim" from your online El account and ensure your full name is visible (see example below) and send the file to meded@nshealth.ca.

 Your first SUB will be deposited directly into your account no later than the next pay after receipt of this information.

My Latest Claim



- To receive your top up pay, you must send a screenshot of your "My Payment Details" page every two weeks to meded@nshealth.ca (see below for sample)
- Payroll will deposit your top-up payment deposited into your bank account providing current claims are received biweekly



Useful Information:

- During the time you are off on leave, you are not earning vacation. In the academic year in which you take Parental/Adoption leave, your vacation will be pro-rated based on the number of months you worked within the year.
- If applicable, your IT access and NSH email will automatically be deactivated (as per NSH policy). We recommend residents to use their Dal e-mail while out on leave.
- Please contact CMPA at their toll free number 1-800-267-6522 to let them know that you will be taking a leave of absence from your residency program.
- For more information about Maternity Leave, Pregnancy Leave Allowance,
 Parental/Adoption Leave, please refer to the <u>Maritime Resident Doctors Collective</u>
 Agreement.
- For information about your group benefits, contact Leanne Bryan at Leanne@mardocs.ca or (902)404-3594.

If you have any questions or concerns, please email meded@nshealth.ca.