

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) week's 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 (NSHA) the resident is taking a Parental/Adoption leave of absence.

Beginning Parental / Adoption Leave

- In order to receive top-up from NSHA, 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.
- Waiting to set up your EI claim may cause a delay in receiving your EI and top-up benefits

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

- A resident employed by NSHA, 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 EI waiting period.
 - Payments equal to 93% of your salary, less your EI 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 NSHA, it is **mandatory** that proof be provided that you are in receipt of EI benefits.
 - Create a screen shot of Employment Insurance (EI) **stub every two weeks** to meded@nshealth.ca (see next page for sample)
 - Send the file to us at meded@nshealth.ca.
- Your first SUB will be deposited directly into your account no later than the next pay after receipt of this information.

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.
- While you are off on leave your computer access at Nova Scotia Health Authority will be deactivated.
- 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 [Maritime Resident Doctors Collective 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 or call us at (902)473-6508 and (902)473-1033.

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