

# Maternity/Legal Adoption/Parental Leave Checklist

Last revised: September 2020  
Last reviewed: September 2020  
Next review: September 2021

*This document should be used to assist in applying for a Leave of Absence – Maternity/Legal Adoption/Parental*

## At least one month prior to expected leave start date:

- Submit the following to your supervisor/manager:
  - A medical certificate confirming pregnancy and estimated due date (for maternity).
  - [Leave of Absence Request Form](#) indicating the start and end date of your leave. If an employee is on paid sick leave prior to commencing a leave of absence, the start date of the leave will be the day following the last day of sick leave used.
  - A completed [Maternity/Legal Adoption/Parental Leave Supplement to Employment Insurance Benefit \(SUB\) Program Application Form](#) if eligible. Refer to Eligibility and Administrative Guidelines for more information on the SUB program.
- Your supervisor/manager will submit the approved Leave of Absence Request Form and the Maternity/Legal Adoption/Parental Leave Supplement to Employment Insurance Benefit (SUB) Program Application Form (if eligible to apply at the time of your leave) to the Human Resource Service Centre (HRSC) via email ([hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca)).
- The HRSC will provide you with an information package regarding the following benefits applicable to you while on leave: Group Life Insurance, Disability (Disability Income Plan or SGEU LTD), Extended Health and Dental benefits and maternity/legal adoption/parental top up.

## Before you definite leave of absence starts:

- Forward premiums for Group Life Insurance and/or Disability Income Plan to the HRSC if electing to continue coverage for the period of leave. If premiums are not received by the deadline, as indicated in your letter from the HRSC, coverage will be terminated until you return from leave.
- Contact SGEU to make payment arrangements for LTD premiums (SGEU employees).
- Go online [to create your own My Service Canada Account](#). Services and information available within My Service Canada Account:
  - check your Employment Insurance (EI) application status and messages (and sign up for email notifications);
  - confirm any decision made about your Employment Insurance (EI) application;
  - see details on your payments and deductions;
  - view and update your personal information such as your mailing address, phone number or direct deposit information;
  - view your EI tax information slips;
  - view all Records of Employment (ROE) your employer has submitted electronically in the last two years.

## At the start of your definite leave of absence:

- You should [apply for EI maternity/parental benefits](#) as soon as possible after you stop working, even if your employer has not issued your ROE. You can apply for EI maternity benefits before you give birth. In fact, you can start receiving benefits as early as 12 weeks prior to your due date or date of birth.
- The HRSC will electronically submit your ROE directly to Service Canada after your final pay has been processed.
- If while you are on leave, you would like to receive email communications from the HRSC, ensure you have provided an alternate email address in your Employee Profile in [PSCClient](#).

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## If applying for the Supplement to Employment Insurance Benefit (SUB) program, provide the following to the Human Resource Service Centre (HRSC):

- An application for Maternity/Legal Adoption/Parental Leave Supplement to Employment Insurance Benefit (SUB) Program if it was not submitted with your leave of absence form.
- Provide the HRSC with a copy of the “My Payment Details” from your “My Service Canada Account”. The My Payment Details EI page should look like this:

The screenshot shows the 'My Payment Details' page for a reporting period from July 01, 2018, to July 07, 2018. The page includes a breadcrumb trail, navigation buttons, and a table of payment details. A red text overlay indicates that the user's name and employee number should be provided.

Home → My Service Canada Account → My Payments → My Payment Details

Featured Services Help

**My Payment Details**

Your name will appear here  
Please also provide your employee number

**Did you know...**

- if you do not receive email alerts when new important Employment Insurance (EI) claim information is available in your I go to [View my status and correspondence](#) and select "Register for Alert Me" from the left-hand menu to register now!
- additional information on your latest claim may be available on the [View my status and correspondence](#) page.
- you must always declare all your gross earnings (total pay before deduction) in the week in which they are earned.

These details are a result of the initial processing of this report period.

**Week 1 of reporting period (July 01, 2018 to July 07, 2018)**

<b>Benefit Rate:</b>	\$547
<b>Type of Benefit:</b>	Maternity benefits
<b>Gross Amount:</b>	\$547

**Totals for reporting period:**

<b>Tax:</b>	\$70
<b>Net Amount Paid:</b>	\$477

View next payment details View previous payment details

- Email the HRSC ([hpsc@gov.sk.ca](mailto:hpsc@gov.sk.ca)) with a copy of your EI weekly payment information for the first seventeen (17) weeks. (This can be a screen shot, a scanned copy, a picture taken with your phone, etc.) The page will show the reporting period, gross weekly benefit rate, type of benefit, tax and weekly net amount paid. Please ensure your name and employee number are indicated in the Subject line of your email.
- The HRSC will calculate the amount of salary top-up and process this payment through the regular payroll process. To provide sufficient processing time, please ensure EI weekly payment information is submitted to the HRSC a minimum of 5 business days prior to the scheduled payroll run. See the pay period schedules and deadlines on Taskroom - [Payroll Schedules](#).

If weekly payment information is not received at the HRSC a minimum of 5 business day prior to the payroll run, payment may be delayed until the pay date for the following pay period.

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## After the birth:

- Complete a [PEBA Benefit Enrollment Form](#) to ensure your new family member is added to your medical and dental benefit plans.
- You may also wish to complete a [Group Life Designation of Beneficiary Form](#) to update your life insurance beneficiary to include your new family member.

## At least one month before the end of your leave:

- Contact your supervisor/manager one month prior to the expiration of your leave to make arrangements for an extension and/or your return to work.
- In the event you do not return to work with the Employer, you must repay an amount which equals all benefits received under the Supplement to Employment Insurance (SUB) program.
- In the event that you return to work for only a portion of the required period of return service, you must repay an amount which equals the amount of Supplement to Employment Insurance (SUB) program benefits for which you did not complete the service commitment.
- In the event that you do not return to work, any outstanding leave entitlements owing to you will be paid to you (i.e. vacation leave, SDO, Time in Lieu)

Note: All Supplement to Employment Insurance (SUB) program benefits owing need to be paid in full at the time it is determined that the return service commitment will not be fulfilled.