

Maternity and Parental Leave Salary Top Up

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| Reviewed Date | | Number | <i>HR0502</i> |
| Revised Date | <i>January 17, 2007</i> | Approved Date | <i>September 25, 1996</i> |

Introduction

The Board of Health believes in providing fair and equitable benefits to all employees consistent with the health unit's mandate to promote and protect public health in the community.

Purpose

This policy outlines the employee eligibility, parameters and processes for accessing salary top up benefits during maternity and parenting leaves. This policy applies to all non-union employees of the health unit. This policy does not apply to those employees who are members of the Ontario Nurses Association who will refer to their collective agreement on this issue.

Legislative Authority

N/A

Policy Definitions and Interpretation

N/A

Policy

The health unit will supplement the salary of an employee entitled to benefits, who is on maternity or parental leave, who has applied for and is in receipt of Employment Insurance (EI) benefits pursuant to Sections 18 and/or 20 of the Employment Insurance Act, The employee's salary will be topped up to 75% of their gross earnings as determined by the EI formula currently in effect.

Procedures

A) Employee's Responsibilities:

1. The employee will provide the Payroll Accounting Clerk with the original or a copy of the employment insurance (EI) stub as proof of receipt of EI. Faxed or emailed copies are acceptable.
2. Employees will print their name clearly on each stub submitted.
3. Employees may submit stubs at their convenience keeping in mind the Top Up will be processed on the same schedule as the payroll.
4. Payment of top up will be made by direct deposit.

5. Top Up will not be processed without an EI stub. In the case of a lost EI stub, the employee may contact their local Human Resources and Social Development office (EI office) to obtain a copy.

B) Employer's Responsibilities:

1. Top Up will be calculated by the following method:
Average weekly earning (using EI Formula) x 35 hrs/wk x 75% - EI gross payment equals gross top-up.
2. Payment will be made on the appropriate pay day, based on the date the EI stub was received and according to payroll deadlines.
3. Enquiries concerning Top Up can be made to the Payroll Accounting Clerk.

Related Policies

HR0706 - Maternity Leave

HR0707 - Parental and/or Adoption Leave

Related Forms

N/A

Final Approval Signature: _____

Review/Revision History:

December 19, 2001 - Revised

September 2010 Policy re-numbered, previous number B4.050