Maternity Leave – What you need to know
All communications from Pension & Benefits (askpb@yorku.ca) will be communicated through your York email address on file in Human Resources. It is important to continue to check this email for information and updates while you are on Maternity/Parental Leave.
Financial Preparation

- Understanding the process will help you understand the financial impacts

- Taking the time to make a financial plan early in the pregnancy
  Decisions have to be made as to how long your parental leave will be (period of time you will only be receiving EI)

- Taking note of timing and impact to finances
  If things do not go as planned, it may be prudent to have planned for potential late payments of both EI and York’s top up (savings?)
  EI has a one week waiting period

- Topping up Pension – If you want to maintain your pension at 100% while you are off on Parental Leave you will be required to make your contributions to the plan, and the University will match them. To understand the amount this will require a review of your pay advice
  Impact to not topping up you pension – reduced contributions and less earnings and service
  Compound interest/growth to contributions

The basic rate used to calculate maternity and standard parental benefits is 55% of average insurable weekly earnings, up to a maximum amount. In 2020, the maximum amount is $573 a week. For extended parental benefits, this rate is 33% of average insurable weekly earnings, up to a maximum amount.
Find out you are having a baby

Notify your manager of date you will begin your maternity leave

Manager produces paperwork to send to HR

Pension & Benefits sends information to you by email

You provide necessary responses to Pension & Benefits

You apply for Employment Insurance (EI) – Setup Profile with Service Canada

HR sends Record of Employment (ROE) to Service Canada

BABY ARRIVES!!
If early your manager sends revised paperwork to HR

You receive first EI payment with claim statement

Send EI claim statement to Pension & Benefits

Pension & Benefits calculates your top up payment(s)

You receive you top Up through payroll
Timing

• Based on the process the earlier you can let your manager know of your pregnancy the earlier Pension & Benefits will send you the information regarding your maternity leave.

• If we receive your EI Statement on or before the 5th of the month you will receive a top up payment that month, otherwise it will be the following month(s).

• It is important to apply for EI as early as possible, so you can receive your top up payment as early as possible.

• Top up payments will be made during pregnancy leave period only. This means that payments will in one to four monthly instalment(s) depending on when we receive your EI statement.
Pension & Benefits while on Maternity Leave

• You will be asked if you wish to maintain your pension while on your leave. If you pay your portion of pension contributions, the University will pay theirs. Please note the AVC’s will not be maintained while on leave.

• You will also be asked to pay for any benefits you would normally pay for while on leave (i.e. family vision).

• Your benefits that the University pays for will be maintained while you are on maternity leave.

• Once your child arrives it is important to add them to your benefits at the University. You can do this by using our Employee Portal (Slides to follow).

• Staff - Vacation, sick credits and seniority, if applicable, also continue to accrue.

• Academics - In addition to your 17-week pregnancy leave top up, the university has an agreement with Service Canada to allow faculty employees’ earnings to be topped up to 100% for the first twelve weeks of your parental leave. You must provide proof of EI benefits.
Adding your baby to Benefits

https://retire.info.yorku.ca/
Pension & Benefits Portal

https://askpb.yorku.ca/cherwellportal/pbmain#0

Pension and Benefits

Welcome to the Pension and Benefits Portal. Corresponding with us through the portal enables you to see any current or previous tickets logged this way as well as the status of any open tickets.

I am an Employee

I have an account - Click on the above box if you have a Passport York username and password

I Don’t Have An Account

I don’t have an account - Click on the above box if you do not have a Passport York username and password

Pension and Benefits Office (416) 736-2100 extension 27572
Monday to Friday 9:00am-4:00pm (3pm on Fridays from June 1st to Labour Day)
Pension & Benefits Portal

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Inquiry
Click on the above if you have a quick question.

Service Request
Click on the above if you need us to process an enrollment or change in dependents / beneficiary, retirement, leaves, etc.

My Records
Click on the number above to view existing tickets you have already logged or have recently been closed.

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New Record Submittal (175246)

Employee ID:
12039486
Name
Preferred Name:
Preferred Contact Email (for this communication):
Preferred Contact Phone and Ext (for this communication):
Service Name:
Summary:
Description:

Detail Form Not Applicable
Benefits and Change Form

Can be found on yu link

Employee Resources

Forms and Documents

Pension & Benefits

Print form → Fill it out → Scan/take a picture and email to askpb@yorku.ca
Benefits and Change Form

Employee Last Name
Employee First Name
Employee Email (if referred to an insurance, certificates or policy)

Benefit Effective Date

Extended Benefits
Single □ Family □ Joint □

For the cost of family insurance go to the York Employee Assistance Program (EAP) website: www.yorku.ca/eap

Do you or your dependents have existing Provincial Health Insurance (i.e. OHIP)? Yes □ No □

Have you met the eligibility requirements and are you entitled to receive coverage under the York University program in which you are enrolled?

Group Life Insurance.

Voluntary Accidental Death & Dismemberment (VADD) Insurance.

Employee Agreement:

Signature:

May 2019
HR Self Serve – Benefits and Beneficiaries

- **Personal Details**
- **Payroll and Compensation**
  - Last Pay Date
- **Benefits**
- **Training Profile**

- **Absence and Time**
- **Manage Delegation**
HR Self Serve – Benefits and Beneficiaries
The Pension & Benefits Office

• All documentation should be sent electronically to askpb@yorku.ca for the fastest processing
  Documents can be mailed through Canada Post as we are in the office every two weeks for processing of mail
  and/or cheques therefore there will be delays in processing

• We can be reached by phone or email
  416-736-2100 x27572 (askpb) or askpb@yorku.ca
  Our phones are answered between 9 am and 4 pm. If you do not reach us and receive our voicemail, please note
  that we will return your call within 24 hours

• We can also be reached through our portal at https://askpb.yorku.ca/cherwellportal/pbmain#0

• Our website also has a great deal of information at https://retire.info.yorku.ca/

• Great information as well as our service standards can be found in our monthly publication The P&B Times
  https://retire.info.yorku.ca/resources/p-b-times/