

Planning Your Pregnancy/Parental Leave

Obtain a **Leave of Absence Request form**. The form should be completed with all available information and given to your supervisor or department head for signature. The form should then be forwarded to your Human Resources Advisor.

- If you are planning to work until the birth of your baby, you should use your due date as the expected bank account, as well as the intervals of such withdrawals. Computer loans must continue to be paid while you are away. Parking passes may be returned to the Parking Office and held for you while you are away. These arrangements must be made directly with the Parking Office. All benefits will be paid by direct debit and you will be required to sign an authorization form at the time of your appointment.
- To apply for Pregnancy/Parental Leave, go to Service Canada, located at Frontenac Mall, Floor 1, 1300 Bath Road, Kingston on your last day of work. At Service Canada you will be asked to complete all necessary forms using a web-based application process, which will take approximately 30 minutes to complete. This can also be completed at home via the internet through the [Service Canada website](#).

You will be asked the following question on the E.I. Application Form:

"Have you received or will you receive any of the following monies (excluding a pension) from this employer or from another source? Check all appropriate boxes:"

If you are eligible to receive a top-up benefit from Queen's University, please indicate that you will receive Supplemental Unemployment Benefits (SUB) from your employer, which is a pre-set option you can select.

Following the employee's last day of work, a Record of Employment (ROE) is prepared and sent electronically to the Service Canada Office. Please contact Payroll Services should you wish to obtain a copy.

- You may commence your Pregnancy Leave up to twelve weeks prior to the due date of the baby. Should you decide to work up until the birth of the baby, you will need to notify your Human Resources Advisor ~~im- (n) 1s) (a two) s) y MC span #IC (E) (V 7 (D) 2 (O) (D) the) 2 (a) 1) 2) 2 (ua) 1 (e) 2 (e of thert) on 2 (a) 3) SB 2 (c) (r) (D) De nel ns e nom-- 2 (c) 2 (2) to) r) ((a) 3 (e 2 (nd) 1) (2) 1 (e) 2 (1) (e) 2 (1) wieng (a) 3 (b) odende (X) 2 (5) Preg~~

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