

Parental Leave Checklist

Permanent Staff and Faculty Employees

This checklist is designed to help keep track of the important items to complete before, during, and after your leave. For clarification on any checklist items, please reach out to HRComp.Ben@ufv.ca. Please note that this checklist may not be inclusive of all tasks that are required, and it is the employee's responsibility to ensure that all tasks have been completed during the assigned deadlines.

Before Your Leave
<ul style="list-style-type: none"> <input type="checkbox"/> Explore the Parental Leave website on the HR website <input type="checkbox"/> Notify your supervisor with your intent to take a leave no later than four (4) weeks prior to your leave start date <input type="checkbox"/> Complete the 'Parental Leave Notification' Form and email the signed copy to HRComp.Ben@ufv.ca <input type="checkbox"/> Create a vacation plan with your supervisor (use prior to or after your leave) <input type="checkbox"/> Begin reading through the EI website <input type="checkbox"/> Investigate pension options <input type="checkbox"/> If applicable, decide if you would like to stop RRSP deductions <input type="checkbox"/> Ensure address and phone number information is correct on myUFV <input type="checkbox"/> Meet with an Advisor, Compensation and Benefits to discuss your leave, if applicable <input type="checkbox"/> Sign and return a copy of your Parental Leave Application letter to HRComp.Ben@ufv.ca
During Your Leave
<ul style="list-style-type: none"> <input type="checkbox"/> Apply for your EI benefit as soon as your leave starts <input type="checkbox"/> Email a copy of the EI Benefit Statement to HRComp.Ben@ufv.ca and Payroll@ufv.ca to initiate SEB payments <input type="checkbox"/> If applicable, submit a Purchase of Service application for Pension to HRComp.Ben@ufv.ca <input type="checkbox"/> Complete the Manulife Application for Change form to add your new dependent to your benefits <u>within 31 days</u> of the child's birth or adoption date. If forms are not received within 31 days, you may reapply for these benefits at which time satisfactory medical evidence may be required <input type="checkbox"/> If an amended letter is required, sign and return a signed copy of the amended letter to HRComp.Ben@ufv.ca <input type="checkbox"/> If applicable, update your beneficiary via the Manulife Beneficiary Designation form <input type="checkbox"/> If applicable, update your beneficiaries with your pension and any other deductions <input type="checkbox"/> Check your email throughout your leave. UFV will be in contact with you through your @ufv.ca email <input type="checkbox"/> If applicable, ensure that your vacation has been communicated to your supervisor and request and report your leave accordingly through the leave reporting system
Returning From Your Leave
<ul style="list-style-type: none"> <input type="checkbox"/> If applicable, ensure that your vacation has been communicated to your supervisor and request and report your leave accordingly <input type="checkbox"/> If applicable, submit a Purchase of Service application for Pension to HRComp.Ben@ufv.ca