

MATERNITY & PARENTAL LEAVE

POLICY – PROCEDURES & RESOURCES

The Presbyterian Church in Canada
Pension and Benefits Board
September 2005

MATERNITY/PARENTAL LEAVES

POLICY - PROCEDURES & RESOURCES

Table of Contents

1. Introduction
 - Part One: Policy and Procedures for Congregational Treasurers, Presbytery Clerks and other Employers**
2. Overview of the Policy
 - 2.1 Terminology
 - 2.2 Legislation Requirements
 - 2.3 Eligibility
3. Pension Plan Information during Leave
 - 3.1 Pension Constitution Addition 18.13
 - 3.2 Continuance of Pension Benefits during Maternity/Parental Leave
4. Group Life Insurance Information during Leave
 - 4.1 Continuance of Group Life Insurance during Maternity/Parental Leave
5. Health and Dental Plan
 - 5.1 Member benefits
 - 5.2 Congregational/ Employer Responsibilities
 - 5.3 Pulpit Supply
6. Process for Application and Reimbursement
 - 6.1 Clergy
 - 6.2 Congregational Employees, Church Office Staff, other Support Staff
 - Part Two: Guidelines for Personnel on Leave**
7. Process of Remuneration
 - 7.1 Clergy
 - 7.2 Congregational Employees, Church Office Staff, other Support Staff
8. Additional Information
 - 8.1 Human Resources and Skills Development Canada
 - 8.2 Employment Standards Act
 - 8.3 Review
 - 8.4 Information Contact
9. Forms

1. INTRODUCTION

As early as 1985, the General Assembly adopted guidelines for a Maternity and Adoptive leave policy in order to fall in line with the Employment Standards Act (A&P 1985 pages 363, 364). Further General Assemblies of 1991 and 1992 recognized the need to continue the clergy's Housing and Utility Allowance during the approved leave and directed the congregation to pick up this additional cost as well as the possible costs of temporary help (A&P 1992 pages 391-393). Congregations were also encouraged to consider topping up their minister's salary up to 95% during the 17 weeks Maternity leave plus 10 weeks Parental leave however, it was not compulsory at this time.

In June 1999, the 125th General Assembly approved changes to the present Maternity and Parental Leave Policy for clergy and other church employees (A&P 1999 page 220; A&P 1998 pages 219, 220). Under the new policy, it is now required that congregations 'top-up' stipends of ministers, and salaries for other employees, to 95% for 17 weeks Maternity leave and 10 weeks Parental leave and that congregations be reimbursed for this cost from the Health and Dental Plan.

This manual is intended to provide information relating to the implementation process of the Maternity/Parental leave policy of the Presbyterian Church in Canada and guidelines relating to federal and provincial legislative requirements.

Part One of the manual is for general use by the employing body such as congregational treasurers, Presbytery Clerks and other PCC employers. It includes pension and benefit obligations on the part of the employer and guidelines for reimbursement of the 'top-up'.

Part Two of the manual is to give the member preparing for Maternity or Parental leave information regarding their benefits and remuneration while on leave as well as the member requirements necessary to process the claim.

Part One:

**Policy and Procedures for Congregational Treasurers,
Presbytery Clerks and other Employers**

2. OVERVIEW OF THE POLICY

The Presbyterian Church in Canada financially supports **Maternity leaves** for a period of up to 17 weeks which includes the 2-week waiting period for EI benefits. The PCC through the Health and Dental Plan pays a 'top up' to bring the benefit (Employment Insurance) support up to 95% of gross income during this period. The employer pays this 'top up' to the claimant and through the process of application, the employer is reimbursed by the Health and Dental Plan. Application for reimbursement is made to the Pension and Benefits office at 50 Wynford Drive.

The Presbyterian Church in Canada financially supports **Parental leaves** for a period of up to 10 weeks. No waiting period is required if the claimant (or claimant's spouse) has already served this requirement during a Maternity leave. As in the case of the Maternity leave, the PCC through the Health and Dental Plan pays a 'top up' to bring the benefit (Employment Insurance) support up to 95% of gross income during this Parental leave period. The employer pays the 'top up' to the claimant and through the process of application, the employer is reimbursed.

Parental leaves are also granted to **adoptive parents** for up to 10 weeks. A 2-week waiting period is required prior to receiving support by Employment Insurance.

2.1 TERMINOLOGY

Maternity Leave refers to the federally legislative leave (17 weeks in most provinces) provided to the biological mother at the time of the birth of a child. Maternity Employment Insurance (EI) benefits are payable to the birth mother for a maximum of 15 weeks.

Parental Leave refers to the federally legislated leave (35 weeks in Ontario and varies by provinces; 37 weeks if they did not take a maternity leave) provided to either the biological or adoptive parents. Parental Employment Insurance (EI) benefits are payable to either parent or may be split between the two parents for a maximum of 35 weeks.

Adoptive Leave refers to the federally legislated leave (37 weeks in most provinces) provided to either parent of a pre-school age child and must begin within 52 weeks following the adoption date. Employment Insurance (EI) benefits payable are similar to parental benefits.

Extended Leave refers to the remaining period of leave after the initial 27 weeks of PCC supported Maternity or Parental leave in which the claimant is still receiving Employment Insurance benefits.

Top up refers to supplemental benefit support paid to the employee by the employer(s) as the difference between the Employment Insurance payable and 95% of gross salary.

Housing/Manse Allowance refers to the accommodation allowance paid to the member by the congregation (or the use of the manse) as part of total salary. This allowance must be reported as insurable income on the Record of Employment form. Housing/manse and Utilities are paid by the congregation during the approved Maternity leave of 17 weeks and the approved Parental leave of 10 weeks.

Waiting Period refers to the **2 week** period before Employment Insurance benefits begin to be paid. Generally this period is the first 2 weeks of the EI claim.

If both parents share parental benefits, only one waiting period needs to be served. If a 2-week waiting period has been served for maternity benefits, the waiting period for parental benefits will be waived.

Under the PCC maternity/parental leave policy, employees will receive ‘top-up’ benefits during the EI 2 week waiting period.

2.2 LEGISLATION REQUIREMENTS

Federal and provincial legislation protects an employee’s right to take a Maternity and/or a Parental leave and outlines the employer’s role in the administration of benefits during such a leave. The Presbyterian Church in Canada’s Maternity/Parental Leave policy is accountable to employment related legislation and at no time reflects rights that are less than those provided by federal or provincial legislation. Legislation varies among provinces and employees are urged to check their local Labour Standards office for verification.

Employment Insurance

Employment Insurance (EI) allows qualified claimants to receive up to 15 weeks of maternity benefits and 35 weeks of parental benefits at 55% of their insurable earnings to a maximum of \$413 a week (2005).

Employers may provide benefits that offer a higher level of income to employees receiving Maternity/Parental benefits under EI without affecting their entitlement to EI provided that the total combined income does not exceed the employee’s normal weekly earnings.

Employment Standards Act

Labour standards legislation provides minimum entitlements for employees on maternity and parental leave and state that an employee is entitled to an unpaid maternity/parental leave. While on leave, the individual continues to be an employee and upon return to work, the employer is required to reinstate the employee in the prior position or to an alternate comparable position.

Seniority

Although an employer is not required to pay wages during the approved maternity/parental leave, employees continue to accrue seniority and are eligible for wage increases or cost of living allowances while on a maternity/parental leave. Increases are to be paid to the employee upon return to work. Vacation *time* is also accrued while on leave. (Please note that vacation pay is not accrued as no wages are being earned while on leave).

Pension and Benefits

The Employment Standards Act (ESA) also requires that when a member of a pension plan is required to make member contributions under the plan, as in the pension plan of The Presbyterian Church in Canada, the member who takes a Maternity/Parental leave may continue to participate

in and accrue benefits under the pension plan for the duration of the approved leave. Employer contributions will also continue during this leave, unless the member elects in writing not to participate in the pension plan for the duration of the approved leave.

Under the ESA, Group Insurance benefits may also continue as directed by the employee. (see below)

2.3 TOP UP ELIGIBILITY

Top up payments during an approved Maternity/Parental leave are available to all employees of the Presbyterian Church in Canada who are also members of the Health and Dental Plan and meet the Federal Employment Insurance requirements for Maternity or Parental benefits.

Missionaries

Out of country missionaries employed under International Ministries not insured under the Federal Employment Act will be considered for benefits under the Maternity/Parental Leave Policy on a case by case basis in consultation with International Ministries.

3. PENSION PLAN INFORMATION DURING LEAVE

Pensionable Service for a Member in the Pension Plan of the Presbyterian Church in Canada will continue to accrue during the approved Maternity/Parental leave as required by legislation provided the Member indicates in writing that he/she will continue to make contributions under the plan. Employer contributions to the Pension Fund will also continue during this time.

The congregational treasurer/employer will deduct employee contributions from the 'top up' portion and remit to the Pension and Benefits office in the usual manner. After the 'top up' period, contributions should continue to be made through the treasurer/employer for tax reporting purposes. Contributions are based on employment income prior to the approved leave and may be paid either in a lump sum before the Maternity/Parental leave begins or in regular monthly payments during the leave. All contributions will be credited as pensionable service with the PCC Pension Plan. Pension contributions must be completely paid before the leave is completed or pensionable service will be lost.

Members and their congregational treasurer must complete a 'Continuance of Benefits' form to indicate that the member wishes to remain in pensionable service during their Maternity/Parental leave.

3.1 Pension Constitution Addition 18.13 A&P 2003 (pg. 503)

18.13 Maternity and Parental Leave.

When a Member is granted maternity or parental leave, in accordance with Applicable Legislation:

(a) except as provided in (c) and (d) below, the Member shall continue to accrue Pensionable Service during the period of the leave and the Member and the Member's employer shall continue to make contributions pursuant to sections 6 and 7 during such period;

(b) for the purpose of (a), the Member's annual Pensionable Income during the period of the leave shall be deemed to be equal to the Pensionable Income of the Member immediately prior to the date the leave commenced;

(c) notwithstanding (a) above, the aggregate of such periods of leave that may be counted as Pensionable Service shall be limited to 3 years, or such other period as may be allowed under Applicable Legislation.

(d) Notwithstanding (a) above, the Member may elect, by giving notice in writing to the Pension and Benefits Board prior to the commencement of the leave, not to participate in the Plan during such leave, in which case the period of the leave shall not be included in the Member's Pensionable Service and the Member shall not make contributions pursuant to Section 6 and the Member's employer shall not make contributions pursuant to Section 7.2 during the period of the leave.

(Note: Section 7.2 refers to employees other than ministers in congregations, such as employees of Synod, Presbytery, 50 Wynford Drive, Colleges, etc. Congregations will continue to contribute to the Pension Fund on the basis of Section 7.1.)

3.2 CONTINUANCE OF PENSION BENEFITS DURING MATERNITY/PARENTAL LEAVE

Members may choose **not** to make contributions to the Pension Plan during their approved Maternity/Parental leave. A 'Continuance of Benefits' waiver form is required indicating that the Member understands that by not contributing to the Pension Plan, no pensionable service credits will be accrued and a break in service will be recorded in their pension history. This break will reduce the member's years of pensionable service and therefore affect their pension benefit.

The Pension and Benefits Board strongly suggests that pension contributions continue during a Maternity/Parental leave.

4. GROUP LIFE INSURANCE INFORMATION DURING LEAVE

Group Life Insurance premiums, which include Basic Life, Dependant Life, Accidental Death and Dismemberment and Long Term Disability, are paid by the employee to protect themselves and their dependants from loss of income due to death or disability. Since they are paid by the employee, any benefits received are non-taxable.

The employee has the option to continue to pay group life insurance premiums during the Maternity/Parental leave of 27 weeks as well as the *extended* Maternity/Parental leave as required by legislation provided the Member indicates in writing that he/she will continue to pay premiums under the Group policy. The premiums must be paid through the treasurer and submitted to the Pension and Benefits office either in a lump sum before the Maternity/Parental leave begins or in regular monthly payments during the leave for coverage to be maintained.

The congregational treasurer/employer will deduct employee premiums from the 'top up' portion and remit to the Pension and Benefits office in the usual manner. After the 'top up' period, premiums should continue to be made through the treasurer/employer for tax reporting purposes. Premiums are based on employment income prior to the approved leave.

The congregational treasurer or payroll administrator will also be required to complete the 'Continuance of Benefits' form indicating that on behalf of the congregation/employer, premiums will be deducted and remitted to the Pension and Benefits office in order that member Group Insurance coverage will be maintained.

Optional Life Insurance

Optional Life Insurance may also continue during the Maternity/Parental leave if the Member continues to pay the premiums under the Optional Life policy.

4.1 CONTINUANCE OF GROUP LIFE INSURANCE DURING MATERNITY/PARENTAL LEAVE

A Member may choose **not** to pay premiums during the Maternity/Parental leave. A 'Continuance of Benefits' waiver form is required indicating that the Member understands that by not continuing their Group Life Insurance premiums, no life insurance benefits or Long Term Disability benefits will be provided. Coverage and premiums are restored when the employee returns to work. The insurer may require a medical certificate on return to work in order to be reinstated into the plan.

The Pension and Benefits Board strongly suggests that Group Life insurance premiums continue to be paid by the member during a Maternity/Parental leave.

5. HEALTH AND DENTAL BENEFITS

5.1 Member Benefits

According to the Employment Standards Act (ESA), while an employee is on Maternity or Parental Leave, the employer must continue to pay employer premiums to maintain the employee benefits that were offered before the leave.

5.2 Congregational / Employer Responsibilities

The employer pays the costs of the Health and Dental Plan of The Presbyterian Church in Canada. The Pension and Benefits Office will invoice employing bodies as necessary for the Health and Dental coverage during Maternity/Parental Leave.

5.3 Pulpit Supply

During the time that clergy is on maternity/parental leave, the congregation is required to provide payment for pulpit replacement and pastoral services. An interim moderator/interim minister may also be appointed during this time.

Pulpit Supply Insurance is not paid by the Health and Dental plan during Maternity/Parental Leave of clergy. The Health and Dental Plan supports pulpit supply during sickness only.

6 PROCESS FOR APPLICATION AND REIMBURSEMENT

6.1 Clergy

1. Although the employee under legislation, need only to inform the employer of their intention of taking a Maternity or Parental Leave by giving 2 weeks notice, clergy are strongly advised to give as much notice as possible before the intended date of the beginning of the leave and at least 4 weeks notice before returning to work.
2. The congregational treasurer or payroll administrator will provide the member with a Record of Employment (ROE) form on the last day of employment prior to the commencement of the leave.
3. The member should make an application for Employment Insurance benefits at their local Employment office or through the Government of Canada website using the following as a guide.
 - 3.1 The EI application form requires the claimant to state the 'gross income' prior to the claim period. This gross income is the amount that is totaled in Box 14 of the annual CRA Income Tax T4 slip.
 - 3.2 For Clergy, gross income will include stipend and housing and utilities allowance. Please note the following excerpt from minutes of the Pension and Benefits Board meeting February 2003:

It was moved, seconded and
 AGREED, that the following Recommendations be approved.

Recommendation No. 1

The policy of the Pension and Benefits Board is that Stipend, Housing allowance and Utilities are included as part of Total Income for Employment Insurance and which is considered as Salary by Employment Insurance and CCRA and meets the requirements of the General Assembly's Recommendation #25 (1997) Approved (1999 which states *that the cost of providing a stipend supplement up to 95% during maternity and parental leave be funded through the medium of the health and dental plan to commence on July 1, 1999*) and this process is limited to 27 weeks. (17 weeks maternity plus 10 weeks parental).

Recommendation No. 2

That Housing and Utilities are not part of the Top Up portion of the Health and Dental Plan and that ministers and congregational treasurers should ensure that benefits received do not exceed the Employment Insurance or Employment Standards Act requirements.

That Housing and Utilities with Stipend represent the Total Income (Salary) and must be reported to Employment Insurance as income prior to leave. The congregation is required to continue to pay Housing and Utilities. This applies up to 17 weeks maternity leave plus up to 10 weeks parental leave.

4. The congregation will continue to pay Housing and Utilities for clergy during the 27 weeks top-up period. (A&P 1998, pg 219.)
5. The use of paid vacation during the maternity/parental leave is not permitted.
6. When the application form is completed, the EI benefit will be determined. (The maximum paid in 2005 is \$413.00 per week) The Reporting Form for Employers can now be completed to determine the level of top-up to be paid to the member.
7. The employer (Payroll administrator or Congregational Treasurer) will pay the claimant directly and process the Reporting Form for reimbursement to the Pension and Benefits Office.
 - 7.1 Top up payments are taxable and subject to Canada Pension Plan (CPP) deductions. Top up payments are not insurable and therefore Employment Insurance (EI) premiums are *not* deducted.
 - 7.2 Pension and Group Insurance deductions (if applicable) should be deducted from the top up payment and remitted to the Pension and Benefits office in the usual manner. The payroll administrator or treasurer will then be able to record member pension contributions for year-end tax purposes.
8. All Employment Insurance statements must accompany the Reporting form.
9. The Pension and Benefits office will process and reimburse the congregation on a monthly basis or as otherwise arranged.

6.2 Congregational Employees, Church Office Staff, other Support Staff

1. Although the employee, under legislation, need only to inform the employer of their intention of taking a Maternity or Parental Leave by giving 2 weeks notice, employees are strongly advised to give as much notice as possible before the intended date of the beginning of the leave and at least 4 weeks notice before returning to work.
2. The congregational treasurer or payroll administrator will provide the member with a Record of Employment (ROE) form on the last day of employment prior to the commencement of the leave.
3. The member should make an application for Employment Insurance benefits at their local Employment office or through the Government of Canada website using the following as a guide.
 - 3.1 The EI application form requires the claimant to state the 'gross income' prior to the claim period. This gross income is the amount that is totaled in Box 14 of the annual CRA Income Tax T4 slip.
 - 3.2 For employees (non-clergy), gross income will include salary only.
4. The use of paid vacation during the maternity/parental leave is not permitted.
5. When the application form is completed, the EI benefit will be determined. (The maximum paid in 2005 is \$413.00 per week) The Reporting Form for Employers can now be completed to determine the level of top-up to be paid to the member.
6. The employer (payroll administrator or congregational treasurer) will pay the claimant directly and process the Reporting Form for reimbursement to the Pension and Benefits Office.
 - 6.1 Top up payments are taxable and are subject to Canada Pension Plan (CPP) deductions. Top up payments are not insurable and therefore Employment Insurance (EI) premiums are *not* deducted.
 - 6.2 Pension and Group Insurance deductions (if applicable) should be deducted from the top up payment and remitted to the Pension and Benefits office in the usual manner. The payroll administrator or treasurer will then be able to record member pension contributions for year-end tax purposes.
7. All Employment Insurance statements must accompany the reporting form.
8. The Pension and Benefits office will process and reimburse the congregation on a monthly basis or as otherwise arranged.

Part Two

Guidelines for Personnel on Leave

7. PROCESS OF REMUNERATION

7.1 Clergy

As described in Part One of this manual, the Presbyterian Church in Canada financially supports a professional church worker/clergy during a Maternity leave for a period of up to 17 weeks and during a Parental leave for up to 10 weeks for a total of 27 weeks.

Although you are only required to provide 2 weeks notice, it is advisable that you notify your congregation and presbytery as soon as possible of your intention to take a Maternity or Parental leave and at least 4 weeks notice before returning to work.

Process of Remuneration

1. On your last day of work, your treasurer or payroll administrator will provide you with a Record of Employment (ROE)
2. Make an application for Employment Insurance- Maternity/Parental benefits at your local Employment office or through the Government of Canada website (www.hrsdc.gc.ca). Most of the application for EI benefits can be arranged conveniently on-line and you may want to familiarize yourself with this information prior to your leave.
3. The congregation will continue to pay for Housing and Utilities during the 27 week 'top-up' period.
4. EI benefits are based on total income. The maximum paid by EI in 2005 is \$413.00 per week.
5. 'Top-up' of stipend will be paid to you on your regular pay period by your congregational treasurer or payroll administrator.
6. Under the PCC Maternity/Parental leave policy, your total remuneration during the 17 Maternity leave and 10 week Parental leave will not exceed 95% of the total income prior to your leave.
7. Pensionable service and group life insurance benefits may continue during the leave. A Continuance of Pension and Benefits waiver form for group insurance *and* pension must be completed by the employee *and* treasurer prior to the leave and forwarded to the Pension and Benefits office. (Please see section 5 and 6 for more detail).
8. Health and Dental benefits will continue during the leave.

7.2 Congregational Employees, Church Office Staff, Other Support Staff

As described in Part One of this manual, the Presbyterian Church in Canada financially supports a an employee and member of the PCC Health and Dental Plan during a Maternity leave for a period of up to 17 weeks and during a Parental leave for up to 10 weeks for a total of 27 weeks.

Employees are required to provide 2 weeks notice to their employers of their intention of taking a Maternity or Parental leave and to provide 4 weeks notice of their return to work.

Process of Remuneration

1. On your last day of work, your treasurer or payroll administrator will provide you with a Record of Employment (ROE)
2. Make an application for Employment Insurance- Maternity/Parental benefits at your local Employment office or through the Government of Canada website (www.hrsdc.gc.ca). Most of the application for EI benefits can be arranged conveniently on-line and you may want to familiarize yourself with this information prior to your leave.
3. EI benefits are based on total income. The maximum paid by EI in 2005 is \$413.00 per week.
4. 'Top-up' of salary will be paid to you on your regular pay period by your congregational treasurer or payroll administrator.
5. Under the PCC Maternity/Parental leave policy, your total remuneration during the 17 Maternity leave and 10 week Parental leave will not exceed 95% of the total income prior to your leave.
6. Pensionable service and group life insurance benefits may continue during the leave. A Continuance of Pension and Benefits waiver form for group insurance *and* pension must be completed by both the employee *and* treasurer prior to the leave and forwarded to the Pension and Benefits office. (Please see section 5 and 6 for more detail).
7. Health and Dental benefits will continue during the leave.

8. ADDITIONAL INFORMATION

8.1 Human Resources and Skills Development Canada

Access to the Employment Insurance web site is at Human Resources and Skills Development Canada (formally Human Resources Development Canada). www.hrsdc.gc.ca. Your local Employment Insurance office will offer information on Maternity/Parental leaves as requested.

8.2 Employment Standards Act

Access to the Ontario Employment Standards Act web site is at the Ministry of Labour. www.gov.ca/lab The Employment Standards sections in the various provinces under their Department of Labour also provide further information.

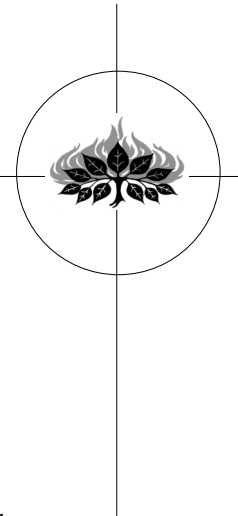
8.3 Review

The Pension and Benefits Board Group Benefits Sub Committee will review the Maternity/Parental Leave policy annually and recommend approval from the Pension and Benefits Board. Consultation will be made with the Life and Mission Agency (Ministry and Church Vocations), Financial Services and the Personnel Committee of the Assembly Council.

8.4 Information Contact

For information regarding the Maternity/Parental Leave Policy of the Presbyterian Church in Canada or questions regarding this manual you may contact the Senior Administrator in the Pension and Benefits office.

It is the practice of the Pension and Benefits office to provide a detailed information letter and applicable forms to both the member preparing for a Maternity and Parental Leave as well as to their treasurer or payroll administrator. Please contact the Pension and Benefits office as early as possible to receive this information package.



The Pension and Benefits Board

Continuance
of Pension and Benefits during Maternity/Parental Leave.

A. Pension Benefits:

Payment of employee Pension Contributions by the person on Maternity/Parental Leave ensures that Pensionable Service is maintained during the full leave period. Contributions are based on employment income prior to the leave, and may be paid either before the leave commences or in regular monthly payments during the leave. Contributions must be completely paid before the leave is completed or Pensionable Service will be lost.

Please make your choice, and sign one of the following statements to indicate and confirm your decision.

(Either) I understand that continuing to pay Pension Contributions during my Maternity/Parental Leave will maintain my Pensionable Service for the period of the leave. I agree to make payments of my contributions required before or during my leave.

..... Date.....
Signature

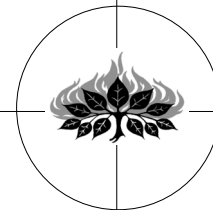
On behalf of the congregation, I confirm that we will collect and remit pension contributions required to maintain Pensionable Service for the above member during their Maternity/Parental Leave.

..... Date.....
Treasurer's Signature

(Or) I understand the significance of not paying Pension Contributions during my Maternity/Parental leave, and that I will have a break in my Pensionable Service which will affect my pension. I do not wish to make payment of Pension Contributions during my Maternity/Parental Leave.

..... Date.....
Signature

One copy to be sent to the Pension and Benefits Office
One copy for the employer/treasurer
One copy for the employee



The Pension and Benefits Board

Continuance
of Pension and Benefits during Maternity/Parental Leave.

B. Group Benefits

Group Life Insurance and Long Term Disability premiums are paid by the employee, and the benefits received are tax-free. It is the employee's option to continue to make premium contributions during Maternity/Parental Leave to ensure benefits are maintained during the leave. Premiums may be paid either before the leave commences or in regular monthly payments during the leave.

Decision not to pay the premiums during the Maternity/Parental Leave means that there is no Group Life Insurance or Long Term Disability coverage during the leave.

Please make your choice, and sign one of the following statements to indicate and confirm your decision.

(Either) I understand that by continuing to pay Group Benefits premiums during my Maternity/Parental Leave, I will maintain Group Life Insurance and Long Term Disability coverage during the period of my leave. I agree to make payment of the required premiums either before or during my leave.

..... Date.....
Member's Signature

On behalf of the congregation, I confirm that I will collect and remit Group Insurance Benefit premiums required to maintain coverage for the above member during the Maternity/Parental Leave.

..... Date.....
Treasurer's Signature

(Or) I understand the significance of not paying Group Benefits premiums during my Maternity/Parental Leave and that I will not have Group Life Insurance or Long Term Disability coverage during my leave. I understand that the insurer may require a medical exam when I return to work. I do not wish to make payment of any Group Benefits premiums during my Maternity/Parental leave.

..... Date.....
Member's Signature

One Copy to be sent to the Pension and Benefits Office
One copy to be given to the employer/treasurer
One copy to be retained by the employee

The Presbyterian Church in Canada L'Église presbytérienne au Canada



MATERNITY AND PARENTAL LEAVE REPORTING FORM FOR EMPLOYERS

NAME OF EMPLOYER: _____

CONGREGATIONAL CODE where applicable _____

ADDRESS: _____

POSTAL CODE _____

TREASURER'S NAME
(person completing form) _____

CONTACT TELEPHONE NUMBER (_____) _____

PERSONAL INFORMATION:

NAME OF PROFESSIONAL CHURCH
WORKER ON MATERNITY LEAVE _____

NAME OF PROFESSIONAL CHURCH
WORKER ON PARENTAL LEAVE _____

BABY'S BIRTHDATE: _____

LAST DATE WORKED _____

DATE YOU WILL BE RETURNING TO WORK _____

INFORMATION REQUIRED BEFORE PAYMENT CAN BE PROCESSED:

Payment dates for top-up only begin when EI payments begin. Make certain that all the amounts claimed here are for the same claim period i.e. monthly or weekly, and that they match with the EI claim period.

Payments will be processed from the health and dental plan on a monthly basis.
You will need to fill this from in either monthly or weekly for reimbursement and you need to include a photocopy of your EI Benefit statement for each week of maternity/parental leave being claimed. Please keep all stubs.

Date of first EI – Maternity/Parental Benefit payment _____ [provide copies of the EI benefit statements]

PCC Claim period beginning _____ PCC Claim period Ending _____ Total number of weeks _____

1. Enter the gross Stipend, Housing Allowance (Manse Rental Value) and Utilities (if non clergy enter “salary”)

Stipend or salary	\$ _____	1a.
Housing Allowance (Manse Rental Value)	\$ _____	1b.
Utilities (Actual amount)	\$ _____	1c.
Total	\$ _____	\$ _____ 1.

2. Calculate 95% of line 1 \$ _____ 2.

3. Enter the gross benefit paid to you by Employment Insurance - EI \$ _____ 3.

4. Subtract line 3 from line 2 (95% of total minus Amount from EI) \$ _____ 4.

5. Housing Allowance (Manse Rental Value)	\$ _____	5a.
Utilities (Actual amount)	\$ _____	5b.
Total	\$ _____	\$ _____ 5.

6. Subtract line 5 from line 4 \$ _____ 6.

Here is how the partnership works (Transfer the amounts on the above lines down here)

Line 3 \$ _____ - paid to you by Federal Employment Insurance

Line 5 \$ _____ - paid to you by your congregation as Manse or Housing Allowance & Utilities

Line 6 \$ _____ - paid to you by your employer, then reimbursed by the Health and Dental Plan

Total \$ _____ - add up these three lines, and they should equal the amount on line 2.

I CERTIFY THAT THIS IS A TRUE STATEMENT _____
(treasurer or person completing claim)

**Mail to: Senior Administrator Pension & Benefits
The Presbyterian Church in Canada
50 Wynford Drive, Toronto, ON M3C 1J7**