



Residents Applying for Maternity Leave Benefits

As per **Article 18.01 Maternity Leave** of the collective agreement:

- Pregnancy leave can begin no sooner than 16 weeks preceding the expected date of delivery, and not later than the date of delivery.
 - If you are placed on illness leave before your intended maternity start date, please notify your program director as soon as possible. You may receive sick leave until your actual delivery date.
- You must provide, no later than the 5th month of pregnancy, a written request to your program director requesting a maternity leave of absence, including effective dates.
- The program will submit the information to the Post-Graduate Medical Education (PGME) office. The PGME office will advise the employer (NSH) the resident is taking a maternity leave of absence.

Beginning Maternity Leave:

- In order to receive top-up from NSH, you **must** be in receipt of EI benefits.
- You must apply to receive maternity benefits from Employment Insurance (EI).
- You can apply at:
<https://www.canada.ca/en/services/benefits/ei/eimaternityparental/apply.html>
- Payroll will electronically forward your Record of Employment (ROE) to EI at the end of the pay period of your last day worked

EXAMPLE:

- Last day worked was October 13th
- The pay date for the October 11th – October 24th pay period is November 5th
- The ROE would be send electronically to Service Canada the week of November 2nd
- Waiting to set up your EI claim may cause a delay in receiving your EI and top-up benefits.

As per **Article 18.02 Pregnancy Leave** of the collective agreement:

- A resident employed by NSH, and eligible for EI benefits, is entitled for 17 weeks of paid Supplementary Unemployment Benefits (SUB)
 - Payments equal to 75% of your salary for one week when you serve the EI waiting period.
 - Payments equal to 93% of your salary, less your EI Benefit, for a maximum of 15 weeks.
- The resident is then eligible to receive an additional unpaid 35 weeks of parental leave immediately following the maternity leave.

- In order for your SUB to be deposited into your account from NSH, it is **mandatory** that proof be provided that you are in receipt of EI benefits.
- Create a screen shot of “*My Latest Claim*” from your online EI account and ensure your full name is visible (see example below) and send the file to meded@nshealth.ca.
- Your first SUB will be deposited directly into your account no later than the next pay after receipt of this information.

My Latest Claim



Jill Resident

Did you know...

- if you do not receive email alerts when new important Employment Insurance (EI) claim information is available in your My Service Canada Account, go to [View my status and correspondence](#) and select "Register for Alert Me" from the left-hand menu to register now!
- additional information on your latest claim may be available on the [View my status and correspondence](#) page.
- to prevent any delays, you must complete your report within three weeks of its due date.

Start Date of Claim:	December 20, 202
Waiting Period:	December 20, 202 to December 26, 202
Type of Benefit:	Maternity / Parental benefits
Total Insurable Earnings:	\$
Benefit Rate:	\$
Federal Tax:	\$
Weeks of Maternity Benefits Paid:	1
Total Weeks Paid:	1
End Date of Claim:	December 18, 202
Last Report Processed:	December 27, 202 to January 02, 202
Last Report Processed on:	January 03, 202

Useful Information:

- During the time you are off on leave, you are not earning vacation. In the academic year in which you take maternity leave, your vacation will be pro-rated based on the number of months you worked within the year.
- **If applicable, your IT access and NSH email will automatically be deactivated (as per NSH policy).** We recommend residents to use their Dal e-mail while out on leave.
- Please contact CMPA at their toll free number 1-800-267-6522 to let them know that you will be taking a leave of absence from your residency program.
- For more information about Maternity Leave, Pregnancy Leave Allowance, Parental Leave and Adoption Leave, please refer to the [Maritime Resident Doctors Collective Agreement](#).
- For information about your group benefits, contact Leanne Bryan at Leanne@mardocs.ca.

If you have any questions or concerns, please email meded@nshealth.ca.