Pension & Benefits
The Presbyterian Church in Canada

Standard Maternity / Parental Leave
Claim form for Employers

The PCC provides 'top-up' payments during Maternity/Parental leave for members of the Health and Dental plan. Employers may claim reimbursement of the cost of 'top-up' from the Pension and Benefits Office.

Payment dates for top-up only begin when EI payments begin. **Make certain that all the amounts claimed are for the same claim period** i.e. monthly or weekly, and that they match with the EI claim period. Include a photocopy of the EI Benefits statement for each week of maternity/parental leave being claimed. Please keep all stubs.

Employer Information

Congregation Code

Congregation

Address   City   Prov   Postal Code

Treasurer   Treasurer Phone   Treasurer email

Member Information

Name   Member ID   Claim type

Baby's DOB *(MMDDYYYY)*   Last Day worked *(MMDDYYYY)*   Returning to work *(MMDDYYYY)*   First EI Payment *(MMDDYYYY)*

Claim Information

While on Maternity/Parental leave, a member's income comes from up to three sources: **EI benefits** paid by the Federal Government, **Housing Allowance and Utilities** paid by the congregation, and the **"top-up" payments** to bring their total to 95% of pre-leave income, paid by the employer and reimbursed by the Health and Dental plan. Complete the section below to calculate these totals. All figures must be for the **SAME CLAIM PERIOD** (weekly/monthly).

Start Date *(MMDDYYYY)*   End date *(MMDDYYYY)*   Number of weeks

1. Calculate Income on leave
Add all sources of pre-leave income and multiply by 95% (0.95)

    Stipend or Salary _____

  + Housing Allowance _____

  + Utilities _____

  Total Pre-leave Income _____

  x 95% = Income on leave _____

2. Calculate "Top-up" Claim
Subtract all non-reimburseble sources of income from the Income on leave.

  Income on leave _____

  - Gross EI Benefit _____

  - Housing Allowance _____

  - Utilities _____

  = "Top-up" Claim _____

A $2000 lump sum payment for 27 weeks of leave, or prorated amount for a shorter leave, will be paid to congregations that pay housing allowances or provide a manse during a maternity/parental leave. The lump sum will be added to the final payment.

For Office Use: Total Weeks of Leave: Payment: $ Date of payment: Chq #