

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

<p>1. Calculate Income on leave Add all sources of pre-leave income and multiply by 95% (0.95)</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-right: 10px;">Stipend or Salary</td> <td style="border-bottom: 1px solid black; width: 100px;"></td> </tr> <tr> <td>+ Housing Allowance</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>+ Utilities</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Total Pre-leave Income</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td> x 95% = Income on leave</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	Stipend or Salary		+ Housing Allowance		+ Utilities		Total Pre-leave Income		 x 95% = Income on leave		<p>2. Calculate "Top-up" Claim Subtract all non-reimbursable sources of income from the Income on leave.</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-right: 10px;">Income on leave</td> <td style="border-bottom: 1px solid black; width: 100px;"></td> </tr> <tr> <td>- Gross EI Benefit</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>- Housing Allowance</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>- Utilities</td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>= "Top-up" Claim</td> <td style="border-bottom: 1px solid black;"></td> </tr> </table>	Income on leave		- Gross EI Benefit		- Housing Allowance		- Utilities		= "Top-up" Claim	
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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 #
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