

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

<input type="text"/>		<input type="text"/>	
Congregation Code		Congregation	
<input type="text"/>			
Address		City	Prov
Postal Code			
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Treasurer	Treasurer Phone	Treasurer email	

Member Information

<input type="text"/>	<input type="text"/>	<input type="text"/>	
Name	Member ID	Claim type	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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).

<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Date (MMDDYYYY)	End date (MMDDYYYY)	Number of weeks

<p>1. Calculate Income on leave</p> <p>Add all sources of pre-leave income and multiply by 95% (0.95)</p> <p>Stipend or Salary <input type="text"/></p> <p>Housing Allowance <input type="text"/></p> <p>Utilities <input type="text"/></p> <p>Total Pre-leave Income <input type="text"/></p> <p>x 95% = Income on leave <input type="text"/></p>	<p>2. Calculate "Top-up" Claim</p> <p>Subtract all non-reimbursable sources of income from the Income on leave.</p> <p>Income on leave <input type="text"/></p> <p>EI Benefit paid <input type="text"/></p> <p>Housing Allowance <input type="text"/></p> <p>Utilities <input type="text"/></p> <p>"Top-up" Claim <input type="text"/></p>
---	---

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 #
--	-------------	------------------	-------