

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

Complete the section below to calculate the top-up claim for the claim period outlined. All figures must be for the **SAME CLAIM PERIOD** (weekly). Instructions to complete this section are on the back of this form.

Start Date (MMDDYYYY) _____ End Date (MMDDYYYY) _____ Number of weeks _____

1. Calculate Income on leave (weekly)

Add all sources of pre-leave income and multiply by 95% (0.95) to get the member's income on leave **per week**

Stipend or Salary	
+ Housing Allowance	
+ Utilities	
+ Total Pre-leave Income	
x 95% = Income on Leave	

2. Recalculate EI Benefit to 55%

Calculate 55% of the average insurable earnings. This figure will be used to calculate the weekly top-up. **This number cannot exceed the 2017 EI maximum of \$543 per week. If it does, please default to the maximum.**

If required, see the reverse for details instructions regarding this calculation.

Gross Weekly EI Benefit	
/ 0.33 x 52 = Average Insurable Earnings	
x 0.55 / 52 = weekly EI benefit at 55%	

3. Calculate Weekly Top-Up

Subtract the calculated EI benefit at 55%, housing and utilities from the income on leave to determine the weekly top-up claim.

Multiply this by the number of weeks being claimed (use the Number of Weeks indicated above).

Income on Leave	
- EI Benefit at 55%	
- Housing Allowance	
- Utilities	
= Weekly "Top-up" Claim	
x Number of Weeks	
= Total "Top-up" For Claim Period	

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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Instructions

While on Maternity/Parental leave, an employee'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. For employees who select the extended parental leave option, top-up payments to 95% of the pre-leave income are based on 55% of average insurable earnings, to the maximums set by the Federal Government. Top-up payments are paid by the employer and reimbursed by the Health and Dental plan.

Before you begin, indicate the period that this claim form is for - the start and end dates, and the number of weeks.

Step 1 - Calculate Income on Leave: As outlined above, the PCC tops-up parental leave to 95% of the pre-leave income. To calculate what this amount is, you must add up all sources of income, and then multiply by 95% (0.95). All of these figures - stipend, housing, and utilities - must be the **weekly** amount. To calculate the weekly amount, divide the annual amount by 52.

Step 2 - Recalculate EI Benefit to 55%: With the extended parental leave option, the employee receives EI benefits based on 33% of their average insurable income. Our top-up policy tops-ups from 55% of average insurable income. To calculate the top-up, you must recalculate what the employee's benefit would be at 55%. This is done using a few simple calculations:

- Start with the Gross Weekly EI Benefit at 33%
- Divide this number by 33% (0.33) and then multiply it by 52 to get the annual average insurable earnings
- Multiply the average insurable earnings by 55% (0.55) and then divide by 52. This will give you the weekly EI benefit at 55%. This is the amount that you will use to calculate the top-up claim. Remember to round to the nearest dollar.

EXAMPLE	
Gross Weekly EI Benefit	\$326
$326 / 0.33 = 987.87$	
$987.87 \times 52 =$ Average Insurable Earnings	\$51,369
$51,369 \times 0.55 = 28,252$	
$28,252 / 52 =$ EI benefit at 55%	\$543

Note: This number cannot exceed the 2017 EI maximum of \$543 per week. If it does, please default to the maximum.

Step 3 - Calculate weekly top-up: Starting with the income on leave, subtract the EI benefit at 55%, housing, and utilities. This will determine the top-up amount for one week. Next, multiply this by the number of weeks being claimed, to determine the total amount for the top-up claim period.

If at any time you have any questions about how to complete this form, please contact our office:
1-800-619-7301 ext: 233
pension@presbyterian.ca