

Employer Information

Congregation Code _____	Congregation _____			
Address _____	City _____	Province _____	Postal Code _____	
Treasurer _____	Treasurer Phone _____	Treasurer Email _____		

Member Information

Name (first, initial, last) _____	Member Health & Dental ID # _____	Claim Type <input type="checkbox"/> Maternity <input type="checkbox"/> Parental	
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 claim. EI statements **must be for the same claim period**. Instructions to complete this section are on page 2 of this form.

Claim Period Start Date (MMDDYYYY) _____	Claim Period End Date (MMDDYYYY) _____	# of Weeks Being Claimed _____
---	---	-----------------------------------

1. Calculate Income on Leave Weekly to 95%

Add all sources of pre-leave income. To calculate weekly amount, divide annual amount by 52.

Stipend or Salary <i>(weekly)</i>	_____
+ Housing Allowance <i>(weekly)</i>	_____
+ Utilities <i>(weekly)</i>	_____
= Total Pre-leave Income <i>(weekly)</i>	_____
x 95% = Gross Income on Leave <i>(weekly)</i>	_____

(Line A)

2. Recalculate EI Benefit from 33% to 55% For Extended Leave

Calculate 55% of the average insurable earnings. This figure will be used to calculate the weekly top-up.

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

Extended Weekly EI Benefit <i>(from statement)</i>	_____
/ 0.33 x 52 = Average Annual Insurable Earnings	_____
x 0.55 / 52 = Weekly EI Benefit at 55%	_____

(Line B)

3. Calculate Weekly Top-up

Subtract the calculated EI benefit at 55% 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)

Gross Income on Leave <i>(weekly) (from Line A)</i>	_____
- (minus) Weekly EI Benefit at 55% <i>(from Line B)</i>	_____
= Weekly Top-up Claim	_____
x Number of Weeks	_____
= Total "Top-up" for Claim Period	_____

Instructions

The PCC provides 'top-up' payments during Maternity/Parental leave for up to 27 weeks (17 weeks maternity, 10 weeks parental) to 95% of stipend and housing and utility allowances for clergy, and 95% of salary for non-clergy 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. Please ensure the amounts being claimed match with the EI statement dates. Include a photocopy of the EI Benefits statement for each week of the maternity/parental leave being claimed. Please keep all stubs.

For employees who select the extended parental leave option, top-up leave payments to 95% of pre-leave income must be calculated from 33% to 55% of EI earnings once payment amounts change.

Step 1 - Calculate Income on Leave: The PCC tops-up maternity and 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 from 33% 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 top-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.

EXAMPLE	
Gross Weekly EI Benefit (33%)	\$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%	\$545

Step 3 - Calculate weekly top-up: Starting with the income on leave (Line A), subtract the EI benefit at 55% (Line B). 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: 229
pension@presbyterian.ca