

Reimbursements are paid by Electronic Funds Transfer (EFT), please provide a VOID cheque along with the completed form to [pension@presbyterian.ca](mailto:pension@presbyterian.ca)

### 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.

<b>For Office Use:</b> 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 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. 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