

*If this is an Extended Leave, use Extended Leave Form

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.

Employer Information

Congregation Code	Congregation			
<input type="text"/>	<input type="text"/>			
Address	City	Province	Postal Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Treasurer	Treasurer Phone	Treasurer Email		
<input type="text"/>	<input type="text"/>	<input type="text"/>		

Member Information

Name (first, initial, last)	Member Health & Dental ID #	Claim Type	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Maternity	<input type="checkbox"/> Parental
Baby's DOB (MMDDYYYY)	Last Day Worked (MMDDYYYY)	Returning to Work (MMDDYYYY)	First EI Payment (MMDDYYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Claim Information

Complete the section below to calculate the claim. EI statements **must be for the same claim period.**

Claim Period Start Date (MMDDYYYY)	Claim Period End Date (MMDDYYYY)	# of Weeks Being Claimed
<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Calculate Income on Leave Weekly

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

Stipend or Salary <i>(weekly)</i>	<input type="text"/>
+ Housing Allowance <i>(weekly)</i>	<input type="text"/>
+ Utilities <i>(weekly)</i>	<input type="text" value="\$ 0.00"/>
= Total Pre-leave Income <i>(weekly)</i>	<input type="text" value="\$ 0.00"/> <i>(Line A)</i>

2. Calculate "Top-up" Claim - 95% Weekly

Pre-leave Income <i>(weekly) (from Line A)</i>	<input type="text" value="\$ 0.00"/>
x 95% = Gross Income on leave <i>(weekly)</i>	<input type="text" value="\$ 0.00"/>
- (minus) Standard Weekly Gross EI Benefit	<input type="text"/>
= Weekly Top-up Claim	<input type="text" value="\$ 0.00"/>
x Number of Weeks	<input type="text"/>
= Total "Top-up" for Claim Period	<input type="text" value="\$ 0.00"/>