

\*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			
_____	_____			
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.**

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

### 1. Calculate Income on Leave Weekly

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

<b>Stipend or Salary</b> (weekly)	_____
<b>+ Housing Allowance</b> (weekly)	_____
<b>+ Utilities</b> (weekly)	_____
<b>= Total Pre-leave Income</b> (weekly)	_____

(Line A)

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

<b>Pre-leave Income</b> (weekly) (from Line A)	_____
<b>x 95% = Gross Income on leave</b> (weekly)	_____
<b>- (minus) Standard Weekly Gross EI Benefit</b>	_____
<b>= Weekly Top-up Claim</b>	_____
<b>x Number of Weeks</b>	_____
<b>= Total "Top-up" for Claim Period</b>	_____