



The certificate is only required for the biological mother.

Notification of Maternity / Parental / Adoption / Primary Caregiver Leave Form

This form should be completed and submitted to your Supervisor / Chair preferably **no later than three months prior** to the expected date of the commencement of the leave, along with a doctor's or midwife's certificate confirming the expected date of birth.

It is very important to refer to the appropriate employment policy or collective agreement when completing this form, as each employee group may have different provisions for these leaves. If you require assistance, please call the Family Care Office at 416.978.0951.

For example, Faculty, USW, PM, CUPE 3261

If applicable, the date you inform your department of your pregnancy.

Employee Information	
Personnel Number	
Employee Name	
Employee Group	
Department	
Pregnancy Notification Date (dd/mm/yyyy)	
Expected Date of Delivery (dd/mm/yyyy)	

The baby's due date, or for adoption, the date the child is to be placed into the custody, care and control of the parent.

Most staff have a maximum of 18 weeks and faculty/librarians have a maximum of 20 weeks.

Maximum number of weeks is 20

Type of Leave	Expected Length of Leave (# of weeks)	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
Length of Paid Maternity Leave			
Length of Unpaid Maternity Leave (if ineligible for paid leave)			
Length of Paid Adoption Leave (Faculty Only)			
Length of Paid Primary Caregiver Leave / Adoption Leave (Staff only)			
Length of Paid Parental Leave			
Length of Unpaid Parental Leave			
Will you be serving the 2 week waiting period before EI benefits can be paid?		Yes_	No_
Date of expected commencement of leave			
Date of expected return to work			

Maximum number of weeks range from 12-18

If applicable, the maximum number of weeks for faculty and staff is 10.

Your entitlement varies depending if you are the biological or adoptive parent. For the biological faculty mother, the maximum number of weeks is 22, and for most biological staff mothers the maximum number of weeks is 24.

The first parent who applies for E.I. is required to serve a waiting period for E.I. benefits. Payroll needs to know if you are serving the wait period to determine your pay calculation.

Should any of the above terms of my leave change, I will notify my Supervisor / Chair immediately. I declare that I will apply and will be receiving Employment Insurance Benefits.

(Date) (dd/mm/yyyy)

(Applicant Signature)



(Date) (dd/mm/yyyy)

(Immediate Supervisor / Chair Signature)



For Business Officer / HR Use Only – Salary Adjustment	
The section is completed if there is a salary change during the 'Paid' leave (IT 9009 – Appointment Details must be updated to reflect the new salary prior to sending this form). If the salary changes during the 'Unpaid' leave, the salary will be processed by the HR Divisional office upon the employee's return to work.	
Employment Date (Appointed) (dd/mm/yyyy)	
Annual Salary on IT9009	
Effective Date (dd/mm/yyyy)	
Department	
Department Contact	
Phone Number	
Date Completed (dd/mm/yyyy)	
Signature	

Privacy Statement

The University of Toronto respects your privacy and is committed to protecting confidentiality through the application of secure practices. The University will protect all personal information in accordance with applicable privacy legislation. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of human resources administration and related activities, e.g. recruitment, selection and hiring and payroll and benefits administration. If you have questions, please refer to www.utoronto.ca/privacy

Form Instructions

For the Employee:

All leaves always begin on a Monday and end on a Sunday for Employment Insurance (EI) purposes.

The term 'Paid' leave is a combination of employment insurance and a top-up amount from the University. The term "Unpaid' leave is when one is only receiving employment insurance benefits, if applicable.

For Business Officer / HR Officer

Department to review and validate the form information prior to submission.

To ensure that the request is processed on time, the Divisional / Departmental Office must submit completed form via email to [Central Payroll Services \(payroll.hr@utoronto.ca\)](mailto:payroll.hr@utoronto.ca) by the 'Forms / Changes' Deadline Date, as per the [Payroll Schedule](#).

Please be advised that effective August 1, 2014, faxed submissions and old forms are no longer accepted.

Should any of the leave dates change, the Divisional / Departmental Office must notify Central Payroll Services immediately.

If you have any questions regarding this form please contact the Family Care Office at 416.978.0951.

Record of Employment

After the employee's last day of work, a Record of Employment (ROE) will be processed and filed electronically with Service Canada. Please note that a paper ROE is no longer required.

Once the ROE has been submitted electronically, it can then be viewed by the employee online at any time by accessing their [My Service Canada Account](#) online service. To access this service, you will need to register for it; to register, you will need an [access code](#) which you can obtain by following the instructions provided by [Service Canada](#).