



Residents Applying for Parental/Adoption Leave Benefits

As per **Article 18.03 Parental/Adoption Leave** of the collective agreement:

- You must give the program director two (2) weeks' notice of the date you will begin Parental/Adoption leave including effective dates.
- The program will submit the information to the Post-Graduate Medical Education (PGME) office. The PGME office will advise the employer (NSH) the resident is taking a Parental/Adoption leave of absence.

Beginning Parental/Adoption Leave:

- In order to receive top-up from NSH, you **must** be in receipt of EI benefits.
- You must apply to receive Parental/Adoption benefits from Employment Insurance (EI).
- You can start your claim prior to beginning Parental/Adoption leave. You can apply at: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/apply.html>
- Payroll will electronically forward your Record of Employment (ROE) to EI after you start your leave.

EXAMPLE:

- Last day worked was October 13th
- The pay date for the October 11th – October 24th pay period is November 5th
- The ROE would be send electronically to Service Canada the week of November 2nd
- Waiting to set up your EI claim may cause a delay in receiving your EI and top-up benefits

As per **Article 18.04 Parental/Adoption Leave Allowance** of the collective agreement:

- A resident employed by NSH, and eligible for EI benefits, is entitled to a maximum 11 weeks of the following:
 - Payments equal to 75% of your salary for one week if you serve the EI waiting period.
 - Payments equal to 93% of your salary, less your EI Benefit, up to a maximum of 10 weeks.
- The resident is then eligible to receive an additional unpaid 24 weeks of Parental/Adoption leave.
- In order for your SUB to be deposited into your account from NSH, it is **mandatory** that proof be provided that you are in receipt of EI benefits.
- Create a screen shot of “*My Latest Claim*” from your online EI account and ensure your full name is visible (see example below) and send the file to meded@nshealth.ca.

- Your first SUB will be deposited directly into your account no later than the next pay after receipt of this information.

My Latest Claim



Jill Resident

Did you know...

- if you do not receive email alerts when new important Employment Insurance (EI) claim information is available in your My Service Canada Account, go to [View my status and correspondence](#) and select "Register for Alert Me" from the left-hand menu to register now!
- additional information on your latest claim may be available on the [View my status and correspondence](#) page.
- to prevent any delays, you must complete your report within three weeks of its due date.

Start Date of Claim:	December 20, 202
Waiting Period:	December 20, 202 to December 26, 202
Type of Benefit:	Maternity / Parental benefits
Total Insurable Earnings:	\$
Benefit Rate:	\$
Federal Tax:	\$
Weeks of Maternity Benefits Paid:	1
Total Weeks Paid:	1
End Date of Claim:	December 18, 202
Last Report Processed:	December 27, 202 to January 02, 202
Last Report Processed on:	January 03, 202

- To receive your top up pay, you must send a screenshot of your "My Payment Details" page **every two weeks** to meded@nshealth.ca (see below for sample)
- Payroll will deposit your top-up payment deposited into your bank account providing current claims are received biweekly

My Payment Details



Jill Resident

Did you know...

- if you do not receive email alerts when new important Employment Insurance (EI) claim information is available in your My Service Canada Account, go to [View my status and correspondence](#) and select "Register for Alert Me" from the left-hand menu to register now!
- additional information on your latest claim may be available on the [View my status and correspondence](#) page.
- you must always declare all your gross earnings (total pay before deduction) in the week in which they are earned.

These details are a result of the initial processing of this report period.

Week 1 of reporting period (January 24, 202 to January 30, 202)

Benefit Rate:	\$
Type of Benefit:	Standard Parental benefits
Gross Amount:	\$

Totals for reporting period:

Tax:	\$
Net Amount Paid:	\$

Useful Information:

- During the time you are off on leave, you are not earning vacation. In the academic year in which you take Parental/Adoption leave, your vacation will be pro-rated based on the number of months you worked within the year.
- **If applicable, your IT access and NSH email will automatically be deactivated (as per NSH policy).** We recommend residents to use their Dal e-mail while out on leave.
- Please contact CMPA at their toll free number 1-800-267-6522 to let them know that you will be taking a leave of absence from your residency program.
- For more information about Maternity Leave, Pregnancy Leave Allowance, Parental/Adoption Leave, please refer to the [Maritime Resident Doctors Collective Agreement](#).
- For information about your group benefits, contact Leanne Bryan at Leanne@mardocs.ca or (902)404-3594.

If you have any questions or concerns, please email meded@nshealth.ca.