



GTA Pregnancy/Parental/Adoption Leave Benefit Application Form

Record #

Western University Human Resources Services, SSB 5100

v. 06/14

This is an application form for paid pregnancy or parental leave benefits for eligible members of the GTA. For details on this benefit please refer to Article 25 of the GTA Collective Agreement.

Return your completed application, along with the departmental paperwork noted below, to Human Resources (SSB room 5100) for evaluation in advance of the leave. Human Resources will email the applicant to advise on the status of the application and any next steps.

Pregnancy Leave Parental / Adoption Leave Employee Group:

Employee ID: _____ Student ID: _____

Last Name: _____ First Name: _____

Phone Number: _____ Email: _____

Expected date of birth / custody: _____
day/month/year

Leave start date: _____ Leave end date: _____ (up to 17 weeks)
day/month/year (inclusive) day/month/year this is usually less than a full term

Note: Pregnancy Leave may begin up to 17 weeks prior to the expected date of birth. If you also qualify for Employment Insurance (EI) benefits from Service Canada these may not be payable more than 8 weeks before your expected due date. Parental/Adoption Leave cannot begin before the child is born/comes into your care & control.

Will you have completed at least one term as a GTA prior to the anticipated start of the leave?
*If "no", you are not eligible for these paid benefits. Yes No

When was your most recent/current GTA appointment? _____
*Must be within 8 months of the anticipated date of delivery or adoption to qualify for benefits [24.08 (c)].

Are you currently receiving Tri-Council Benefits? (check all that apply) CIHR SSHRC NSERC
*If you are in receipt of these benefits, you will not be eligible for the registered graduate student bursary and may not be eligible for these paid benefits.

I hereby apply for the pregnancy/adoption leave benefit in accordance with The University of Western Ontario benefits for Graduate Teaching Assistants (GTAs). I understand that my benefit is up to 17 weeks or to the expiration of my current contract, whichever is less.

Date GTA Signature

To be completed by Department:

Does this student have a current GTA appointment in your department? Yes No

Start Date _____ End Date _____

As of the anticipated date of the leave, does the GTA meet the department and program conditions for funding and progression? Yes No

If yes attach to this application:

- i) the hard copy **GTA Appointment Notice** to re-appoint this GTA for the term of the leave, AND
- ii) the **Leave Irregular Workweek Form** to place the GTA on leave from the position.

Submit all paperwork to HR prior to the MN1 deadline. Note that the Leave period is up to 17 weeks (not a Term). If you are unsure of the dates to use, contact an HR Pension & Benefits Consultant for assistance.

Date Dept/Faculty Authorized Name & Extension # (PLEASE PRINT) Dept/Faculty Authorized Signature

To be completed by Human Resources Services:

Application Evaluated By: _____ Confirmed Funding Pd: _____ HR Communicated Decision to Applicant: _____
day/month/year

GTAship Monthly Rate _____ GTA Weekly Hours: 0.00

SEIB 100% GTAship monthly rate (2 wks) \$0.00 55% GTAship monthly rate (up to 15 wks) \$0.00

Information Regarding Pregnancy/Parental/Adoption Leaves for GTAs

This summary has been prepared by Human Resource Services to assist those Graduate Teaching Assistants ("GTAs") seeking information regarding benefits that may be available to them during a pregnancy, parental or adoption leave. **Please refer to Article 25.02 to 25.08 of the GTA Collective Agreement for full details.**

Eligibility:

- As employees, GTAs may be eligible for Pregnancy and Parental Leave in accordance with the *Employment Standards Act*.
- Only GTAs who have been employed as a GTA for **at least one term** prior to the commencement of the leave may be eligible for paid benefits in accordance with the GTA Collective Agreement.
- In order to be eligible for paid benefits, the GTA must be on a pregnancy, parental or adoption leave from an active GTA appointment. However, a GTA may be eligible to receive paid benefits where the expected date of delivery or adoption occurs after, but within eight (8) months of, the expiry of the GTA's contract provided that upon the date of the leave, the GTA meets the department and program conditions for funding and progression.

Leave:

- Pregnancy leave may be for a period of seventeen (17) weeks.
- Parental leave will be extended to any GTA who becomes a parent of a newborn or newly adopted child(ren). Parental leave, when taken by a female GTA, must immediately follow a pregnancy leave and may be for a period up to thirty-five (35) weeks. Parental leave may be for a period of thirty-seven (37) weeks (must be a combined total of 37 weeks for a GTA couple).
- Parental leave must conclude no later than fifty-two (52) weeks after the child is born or comes into the care and control of the parent for the first time.
- A GTA must inform the person designated by the Department, School or Faculty where the GTA works, in writing, of his or her plans for taking leave at least four (4) weeks in advance of the start of the leave.
- While on pregnancy or parental leave, a GTA must also be on leave from any other appointments held with the University.

Paid Benefits:

- Eligible GTAs will receive the following paid benefits for up to seventeen (17) weeks – 100% of the employee's weekly GTAship rate for the first two (2) weeks, and 55% of the employee's weekly GTAship rate for the remaining period.
- **Note that receipt of these paid benefits may conflict with Tri-Council or similar benefits. It is the responsibility of the GTA to ensure he or she is in compliance with any external funding restrictions or requirements.**
- To apply for the paid benefits, a GTA and the academic unit designate must complete the **GTA Pregnancy/Parental/Adoption Leave Benefit application form** available at www.uwo.ca/hr.
- If the GTA meets all of the eligibility requirements, the paid benefits will be direct deposited on the regular monthly pay date.

Inquiries:

For more information on academic leaves of absence please refer to the School of Graduate and Postdoctoral Studies (SGPS) website at grad.uwo.ca or contact Shelly Koster, SGPS 519 661-2111 x85354 or skoster@uwo.ca

If you have questions regarding the paid benefits please contact Human Resources at 519-661-2194 and ask to speak to a Benefits Consultant.