

The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES

**9.13 UNIVERSITY SUPPLEMENTAL EMPLOYMENT INSURANCE
BENEFITS (S.E.B. PLAN)**

Classification: Personnel -
Robarts Clinical Trials - Eligible
Staff

Effective Date: 01JUL08

Supersedes: (New)

POLICY

- 1.00 A member of staff who qualifies for Pregnancy Leave under the provisions of the Pregnancy Leave Policy (9.12) or Parental Leave Policy (9.11), and who has worked for the University on a regular full-time basis for at least one year, could also qualify for the University Supplemental Employment Insurance Benefits (S.E.B. Plan). To be eligible for benefits under the S.E.B. Plan a qualifying staff member must also make application and qualify for Employment Insurance benefits for the period of the leave.
- 1.01 For purposes of determining the one year qualifying rule, it will be defined as the period from the date of regular full-time employment to the expected date of delivery, or the date on which the adopted child comes into the custody of the parents for the first time.
- 1.02 A staff member shall contact the Department of Human Resources to arrange a counselling session and assist with the completion of the appropriate documentation required to initiate the payment from the University.
- 1.03 A staff member shall make application for the Employment Insurance benefit by contacting Service Canada for the appropriate forms.
- 2.00 A member of staff who qualifies under the conditions mentioned in 1.00 above is eligible for:
- (a) 95% of the salary at the time of the initiation of the leave paid by the University for the initial two-week waiting period prior to the commencement of the Employment Insurance benefits; and
- (b) the difference between Employment Insurance benefits and 95% of the salary at the time of the initiation of the leave, paid by the University for not more than fifteen weeks.
- In no case will the total amount of the S.E.B. Plan, Employment Insurance gross benefits and any other earnings received by the staff member exceed 95% of the member's salary at the time of the initiation of the leave.
- 3.00 In the case where both parents are employees of The University of Western Ontario, the seventeen weeks S.E.B. payments may be taken by one parent or shared between the two parents.
- 4.00 The University will continue the member of staff on full benefits through regular payroll deduction from payments from the S.E.B. Plan.
- 5.00 A staff member is expected to return to work for the University for at least 6 months following the date of return from Pregnancy and Parental Leave (if applicable). Should a member of staff not satisfy this condition, they will be indebted to the University for the sum of monies paid to them by the University during the leave.