



Notification of Family Medical Leave, Family Caregiver Leave or Critical Illness Leave Form

This form should be completed and submitted to your Supervisor / Chair preferably two weeks prior to the expected date of the commencement of the leave along with the required medical documentation.

It is very important to refer to your appropriate employment policy or collective agreement (<http://agreements.hrandequity.utoronto.ca/>) 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.

Employee Information			
Personnel Number			
Employee Name			
Employee Group			
Department			
Type of Leave	Expected Length of Leave (# of weeks)	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
Family Medical Leave			
Critical Illness Leave			
Family Caregiver Leave			
If applying for Compassionate Care EI benefits (for a Family Medical Leave) will you be serving the wait period before the EI benefits can be paid? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Date of expected commencement of leave			
Date of expected return to work			



For those applying for Compassionate Care Benefits or Family Caregiver Benefits for Children or Adults, by signing this form you declare that you will apply and will be receiving Employment Insurance. In addition, should any of the above terms of your leave change, you declare you will notify your Supervisor / Chair immediately, and understand there could be an impact on your ability to receive EI benefits.

Date (dd/mm/yyyy)

Applicant Signature

Date (dd/mm/yyyy)

Immediate Supervisor / Chair 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 <http://www.utoronto.ca/privacy>

Form Instructions (for the employee)

Family Caregiver Leave is an unpaid leave. For more information, visit: <http://www.labour.gov.on.ca/english/es/pubs/guide/caregiver.php>

Family Medical Leave is an unpaid leave but you may be eligible for Employment Insurance Compassionate Care Benefits and your employment policy or collective agreement may provide for Compassionate Care Leave.

- Information on Family Medical Leave
<http://www.labour.gov.on.ca/english/es/pubs/guide/family.php>
- Information on Employment Insurance Compassionate Care Benefits
<http://www.esdc.gc.ca/en/ei/compassionate/index.page>
- U of T Collective Agreements
<http://agreements.hrandequity.utoronto.ca/>

Critical Illness Leave is an unpaid leave but you may be eligible for Employment Insurance Family Caregiver Benefit for Children or for Adults.

- Information on Critical Illness Leave
<https://www.ontario.ca/document/your-guide-employment-standards-act/critically-ill-child-care-leave>
- Information on Employment Insurance Family Caregiver Benefit for Children or for Adults
<https://www.canada.ca/en/services/benefits/ei.html>

Medical documentation: You will need to provide your employer with the necessary medical documentation to support your leave. You may wish to provide the health practitioner with a copy of the “*Medical Certificate to Support Entitlement to Family Caregiver Leave, Family Medical Leave, and/or Critical Illness Leave*” form (link below) to fill out, you can request your health practitioner to supply their own certificate, or if applying for EI then you can use the same medical documentation required for this process.

- Download the form: “*Medical Certificate to Support Entitlement to Family Caregiver Leave, Family Medical Leave, and/or Critical Illness Leave*”
<http://www.labour.gov.on.ca/english/es/pdf/medcert.pdf>

Employment Insurance Benefits

If you are applying for Employment Insurance benefits, then the leave should begin on a Monday and end on a Sunday for Employment Insurance purposes.

Form Instructions for the Business Officer / HR Officer

- Department to review and validate the form information, and request a copy of the medical documentation as per ESA.
- A ROE is required if employee is on unpaid leave for more than 5 business days; contact [Central Payroll Services](#) to request a Record of Employment (ROE).
- Contact Central Payroll Services by email at payroll.hr@utoronto.ca if you are unsure how to on-line the leave code in HRIS



Record of Employment (ROE)

An ROE will not be processed and filed unless the department contacts Payroll and makes this request.

For those employees applying for Compassionate Care EI benefits or for Family Caregiver Benefits for Children or Adults, the ROE must be issued in order for Service Canada to assess the EI benefits.

If requested, after employee's last day of work, a Record of Employment will be processed and filed electronically with Service Canada. Please note that a paper ROE is no longer provided.

Once the ROE has been submitted electronically, it can then be viewed by the employee online at any time by accessing the 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.

- My Service Canada Account website
<http://www.servicecanada.gc.ca/eng/online/mysca.shtml>
- My Service Canada Access Code website
<http://www.servicecanada.gc.ca/eng/online/pac/pacinfo.shtml>
- Service Canada
<https://www.canada.ca/en/employment-social-development/programs/ei/ei-list/ei-roe.html>

Questions?

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

For questions regarding your University benefits coverage or pension contribution during an unpaid leave of absence, please contact Central Benefits by email: benefits.help@utoronto.ca.