



Notification of Pregnancy / 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 if you are the birth parent.

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.

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

Type of Leave	Expected Length of Leave (# of weeks)	Start Date (dd/mm/yyyy)	End Date (dd/mm/yyyy)
Length of Paid Pregnancy Leave			
Length of Unpaid Pregnancy 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 waiting period before EI benefits can be paid? Yes_ No_			
Parental Transition Week (if applicable)*	1 week		
Date of expected commencement of leave			
Date of expected return to work*			

Should any of the above terms of my leave change, I will notify my Supervisor / Chair immediately. If audited by the University, I agree to provide supporting documentation confirming I have applied and I am receiving Employment Insurance benefits and the amount of the benefits.

(Date) (dd/mm/yyyy)

(Applicant Signature)

(Date) (dd/mm/yyyy)

(Immediate Supervisor / Chair Signature)

For Business Officer / HR Use Only – Salary Adjustment	
<p>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.</p>	
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.

Parental Transition Week: Effective 2017 some employee groups will be eligible for the Parental Transition Week **if the employee serves the 1 week EI waiting period as per EI regulations** (refer to the appropriate employment policy or collective agreement). The employee must not be receiving EI benefits during the Parental Transition Week. This week is paid at 100% of employee's regular salary following the end of the leave period if employee intends to return to work after the leave.

For Record of Employment (ROE) purposes the **date of expected return to work** must be the first day the employee is paid at 100% of their regular salary following the end of the leave period (i.e. first day of Parental Transition Week, or first day of paid vacation).

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](#).

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, 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](#).