

# Welcoming a New Addition



A guide for expecting parents

This guide is for all the new or expecting moms and dads who are navigating their way through maternity and parental leave.

### What's included in this booklet:

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# Introduction

Leave for the birth or adoption of a child is broken down into two types:



## Maternity Leave

- Must be taken by the person giving birth.
- Maximum of 17 weeks in duration
- Can start before, on, or after the birth date of the child but cannot end later than 17 weeks after the birth.



## Parental Leave

- Can be used for childbirth or adoption
- Can be taken by either parent
- Maximum of 63 weeks in duration
- Cannot end later than 78 weeks after the date of childbirth
- In the event of an employee-couple, a maximum of 71 weeks for both employees combined will be allowed
- Parental leave can be taken simultaneously by both parents as long as the maximums are not exceeded.



Consider having at least one paid day every 364 days in order to get lieu leave credits for the year. This can be a workday or a day in which vacation, lieu, TOIL, or paid sick leave is used.



Leave taken through maternity or parental leave will be considered continuous employment for severance pay, vacation leave, and pay increment purposes.

NAV CANADA will also grant to an employee two days' leave with pay for needs directly related to the birth or to the adoption of the employee's child. This leave may be divided into two periods and granted on separate days.

# Pay

## Maternity Leave

If eligible for Employment Insurance or Quebec Parental Insurance Plan, an employee can receive 100% of their weekly rate of pay and their ATCP and/or OFP for the first 17 weeks. This is through the Supplementary Employment Benefit Plan in the CATCA Collective Agreement. This amount will be reduced if any other monies are earned during this period.



You must agree to return to work for 6 months after your maternity leave or at a time agreed upon by you and the company to receive this benefit.



The process to receive the Supplementary Employment Benefit has, in some cases, take over a month to process. You can request an estimated payout to be advanced and any adjustments will be made once proof of Employment Insurance or the Quebec Parental Insurance Plan maternity benefits is received.

Pension contributions and CATCA dues will not be deducted from the Supplementary Employment Benefit. The following will still be deducted:

- Income Tax
- Canada Pension Plan (CPP) or Quebec Pension Plan (QPP)
- Employment Insurance (EI)
- Quebec Parental Insurance Plan (QPIP)
- Life Insurance Premiums

## Parental Leave

For parental leave, you will only receive Employment Insurance (EI) or Quebec Parental Insurance Plan (QPIP) if eligible.



Your EI or QPIP payments may be taxed at a lower rate than your regular salary so you may end up owing tax on those payments at the end of the year.

## Employment Insurance



### Employment Insurance Rates (in 2022)

- Maternity
  - up to 15 weeks
  - maximum of \$638 a week before tax
- Standard parental
  - up to 40 weeks but one parent cannot receive more than 35 weeks
  - maximum of \$638 a week before tax
- Extended parental
  - up to 69 weeks but one parent cannot receive more than 61 weeks of extended benefit
  - maximum of \$357 a week before tax

- EI will start on a Sunday. If receiving the Supplementary Employment Benefit, the payments will line up with these dates.
- You will receive your first payment about 28 days after you apply if you're eligible and have provided all required information.
- EI has a one week waiting period. If on maternity leave, NAV CANADA will pay 100% for the waiting period through the Supplementary Employment Benefit.
- You can check your eligibility for EI here:  
<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/eligibility.html>
- You can calculate the amount of EI you will receive at this website:  
<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/benefit-amount.html>

## Quebec Parental Insurance Plan



### Quebec Parental Insurance Plan Rates (in 2022)

Basic Plan <i>Up to 50 weeks</i>	Maternity 15 weeks + Parental* 7 weeks	70%	1185\$
	Parental* 25 weeks	55%	931\$
Special Plan <i>Up to 40 weeks</i>	Maternity 15 weeks	75%	1269\$
	Parental* 25 weeks	75%	1269\$

\*All parental weeks can be shared between the spouses

- QPIP benefits will start on a Sunday. If receiving the Supplementary Employment Benefit, the payments will line up with these dates.
- You can calculate your QPIP benefits here:  
<https://www.rqap.gouv.qc.ca/en/about-the-plan/benefit-calculation-simulator>
- You can learn more about QPIP benefit plans here:  
<https://www.rqap.gouv.qc.ca/en/about-the-plan/tables-of-benefits>

# Pension

Maternity leave is considered operational service for pension purposes.

Parental leave is not automatically counted as operational service on a Plan A Pension. CATCA members have the option to pay their pension contributions and having it count toward pensionable service.

## Plan A Pension

- Employer deductions continue.
- Employee decides whether to have the leave counted towards operational time.
- If the employee decides to have the leave or a portion of the leave counted as operational time, they can pay their contributions in one of the following ways:
  - Quarterly in advance
  - In a lump sum within 30 days of returning to active status
  - Deducted over 2X the period of LWOP on return to active status

## Plan B

- Employer pays cost for entire period
- Automatically counts as operational service



Pay and Benefits can provide a spreadsheet with payback timeline and amounts if you elect to pay the contributions.

# Benefits

Your health and dental benefits will continue while on Maternity and Parental Leave and you will not be required to pay any premiums.

You will be required to pay your Basic Life Insurance Premiums. This can be done via e-transfer or post-dated cheques mailed in advance. You may also make a request to Pay and Benefits to have this amount deducted from your Supplementary Benefit pay. There is no opt out option.

## Returning to Work

When returning to work, it will need to be actioned in Workday. If you do not have access to Workday, you can request that your manager action this on your behalf.

## Accessing Workday

If you have been away for a long period of time and your NAV CANADA password has expired, you can change it using the Corporate Password Reset link at <https://my-ma.navcanada.ca/en/>. If you do not have MFA set up, contact Helpdesk at 1-800-637-5283 for assistance.

## Contact Information

To contact an HR Employee Centre Advisor:

1-888-774-4732

[HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca)

Montreal – Carole Poirier

NCR/Ottawa – Carole Poirier

Toronto – Carole Poirier

Moncton – Andreea Radulescu

Gander – Andreea Radulescu

Edmonton – Andreea Radulescu

Winnipeg – Christine Goyette

Vancouver – Christine Goyette



# Checklist

Hooray you're getting ready for a new addition! Here is a to-do list to get you started:

- Decide when you would like to start maternity and/or parental and notify your manager via email at least four weeks prior to the start of the leave.



You may take vacation, lieu or TOIL above your unit's leave entitlement leading up to or after your maternity or parental leave



You may want to manipulate your start and end dates to maximize the amount of vacation and sick leave credits you acquire and to ensure you receive your ATC premium. You will receive your ATC premium and earn vacation leave and sick leave for any month in which you receive pay for at least 10 shifts.



Remember that if you want your lieu leave credits for the year, you must have a paid day prior to reaching 365 days of unpaid leave.

- Apply for time off in Workday. Maternity and Parental leave portions must be separated.
- It is recommended that you provide a personal email address and/or phone number to your Pay and Benefits Advisor and Manager.
- Contact your Pay and Benefits about an advance on the Supplementary Employment Benefit to ensure there is not a significant delay in pay.
- Roughly 4 weeks prior to Maternity Leave starting you should receive a Leave without Pay Letter and Pension form from Pay and Benefits via email with all the pertinent information you will need. **\*This process is currently running weeks behind schedule.**



Remember if you are on the Plan A Pension, you can request a spreadsheet from Pay and Benefits if you decide to pay your pension contributions and how you would like to pay them.

- Complete Maternity Undertaking Task via Workday. This will come into Workday as a Task, after you have applied for the time off for Maternity and Parental in Workday.
- Ensure you pay Basic Life Insurance Premiums either by post dated cheques, e-transfer or a request that it come off your Supplementary Benefit pay.

- Create a My Service Canada Account to apply for EI if you don't have one already. This will make the next steps faster once you have had your baby.  
<https://www.canada.ca/en/employment-social-development/services/my-account.html>

- Apply for EI benefit as soon as you stop working. If delayed more than 4 weeks, you risk losing benefits.  
<https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/apply.html#h2.1-h3.2>

Apply for QPIP here:

<https://www.rqap.gouv.qc.ca/en/online-services/applying-for-benefits>

- Once approved for EI or QPIP, send proof of approval to Pay and Benefits (if utilizing the Supplementary Employment Benefit). For EI, proof of approval can be a screenshot or printout of your "My Current Claims" page with your name displayed.
- Add your new dependent to your Health and Dental Plan by accessing the Change Benefits section in Workday. Ensure that you utilize the **Change Benefit** section and not the Change Dependents section as this will not automatically add a dependent to your Health and Dental Plan. This can not be done through the mobile app.  
If unable to access Workday, you can email [HREC-CERH@navcanada.ca](mailto:HREC-CERH@navcanada.ca) and attach a copy of the Birth or Adoption Certificate and an HR Employee Centre Advisor will add the dependents for you.
- Prior to returning to work, a "Return to Work" action must be completed in Workday. If you are unable to access Workday, your manager can do this on your behalf.
- The number of days or hours on your maternity/parental leave may be slightly different than you expect. This is due to shift cycles and where they fall on the schedule. If you are concerned about this discrepancy, you can contact Pay and Benefits.

Reach out to a member of the Women's  
Committee for help with this or anything else.  
We're here for you!

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