



Catholic Independent Schools of Vancouver Archdiocese

Employee Benefit Plan Programme

Going on Maternity Leave of Absence

All women in our system with disability coverage are entitled to the STD Maternity Benefit once they give birth. You must complete the following forms:

- For ALL employees **EMPLOYEE STATEMENT** and **ATTENDING PHYSICIAN STATEMENT** - can be submitted directly to Canada Life via email at **Langley.DMSO@canadalife.com** or our office.
- For ALL CISVA employees, you must complete the **EMPLOYEE STATEMENT** and have your doctor complete the **PHYSICIAN STATEMENT** and the **MATERNITY MEDICAL REPORT** - the maternity medical report form is for the school's use only; do not send this form to Canada Life or our office.

Please note that once you have submitted the scanned copy of the STD form(s), there's no need to mail the original form(s).

Things to remember:

- 1) Decide if you want to take 12 months or 18 months leave (there are no choices in between)
- 2) Decide if you want to keep or waive your *Group Benefits and Pension (as per Federal Law, employees can now waive their Group Benefits while on Maternity. Employees can also choose to continue contributing to the match pension while on Maternity Leave)
- 3) Arrange the Maternity leave agreement with your employer/PEC
- 4) Request for your Record of Employment (ROE)
- 5) Apply for Employment Insurance (EI) Maternity and Parental Benefits***
- 6) Apply for Maternity STD Benefit**
- 7) If you are a teacher/principal, provide the Maternity Medical report to your school for top-up calculation
- 8) Add your baby under your plan (the latest date that you can provide this information is 31 days after your child is born)
- 9) Prepare post-dated cheques to cover your Group Benefits and Pension employee contribution (if you are keeping your benefits and pension)

**You can keep or waive your Group Benefits, including Life Insurance, AD&D, STD, LTD, Critical Illness, Extended Health, and Dental.*

***You will not be eligible for the Maternity STD benefits if you waive your Group Benefits.*

****You can start receiving maternity benefits as early as 12 weeks before your due date or birth date. You cannot receive these benefits more than 17 weeks after your due date or the date you gave birth, whichever is later.*

(source: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/eligibility.html>)