



Maternity/Parental/Extended Parental Checklist and Guidelines for Academic Staff

This form is optional and for personal use only

1	Type of Leave	<input type="checkbox"/>	Maternity *section 9		
		<input type="checkbox"/>	Parental (no Provostial confirmation letter needed) *section 10		
		<input type="checkbox"/>	Extended Parental*section 11		
2	First Steps:	<input type="checkbox"/>	Speak to your Chair(s)		
	notes:	<input type="checkbox"/>	Speak to your graduate students about how their supervision will be dealt with while you are on leave		
3	Request Leave - documentation	<input type="checkbox"/>	Written request for leave which include: (this can be in the form of an email or letter depending on your preference)	<input type="checkbox"/>	start date and end date of your leave (best approximation)
		<input type="checkbox"/>	One of the following:	<input type="checkbox"/>	confirmation that you have spoken with your chair(s) about your leave
		<input type="checkbox"/>		<input type="checkbox"/>	note from a doctor confirming due date of child
		<input type="checkbox"/>		<input type="checkbox"/>	birth certificate
		<input type="checkbox"/>		<input type="checkbox"/>	letter confirming (estimating) arrival date of child in case of adoption
*Tenure stream academic staff will receive a confirmation letter from the Provost, which is needed in order to take the leave.					
notes:					
4	Before Leave Starts	<input type="checkbox"/>	Start your application for Quebec Parental Insurance Plan (QPIP) http://www.rqap.gouv.qc.ca/Index_en.asp		
		<input type="checkbox"/>	Make sure to register for online services or know your alternatives: http://www.rqap.gouv.qc.ca/services_en_ligne/faire_demande_prestations_en.asp		
		<input type="checkbox"/>	Department submits Minerva form (This is the only way to prompt the record of employment, see step 5)		
notes:					
5	When Leave Starts	<input type="checkbox"/>	Send HR one of the following: (always cc your departmental administrator so they know what step you are on in your leave)	<input type="checkbox"/>	Birth Certificate
		<input type="checkbox"/>		<input type="checkbox"/>	Confirmation of Birth
		<input type="checkbox"/>		<input type="checkbox"/>	letter confirming arrival of child in case of adoption
		<input type="checkbox"/>	HR sends record of employment to Service Canada (QPIP can retrieve the file here) and to your home address.		
<input type="checkbox"/>	File QPIP application during the calendar week (Sunday to Saturday) in which you wish to begin your leave.				
notes:					
6	In case leave dates change	<input type="checkbox"/>	- no revised letter needed	<input type="checkbox"/>	Child was born/arrived early or late (within 2 weeks)
		<input type="checkbox"/>	- revised letter needed	<input type="checkbox"/>	Child was born/arrived early or late (exceeding 2 weeks)
		*inform departmental administrator, departmental Chair, Dean with a copy to academic.personnel@mcgill.ca .		<input type="checkbox"/>	Parent would like to cut their leave short
		notes:		<input type="checkbox"/>	Parent would like to extend their leave
7	Regulations:	<input type="checkbox"/>	Regulations on Maternity Leave, Parental Leave and Extended Parental Leave for Members of the Academic Staff		
	Guidelines:	<input type="checkbox"/>	http://www.mcgill.ca/apo/academic-staff/procedures/maternity-parental/		
	(QPIP) Quebec Parental Insurance Plan:	<input type="checkbox"/>	http://www.rqap.gouv.qc.ca/Index_en.asp		
	Stopping the Clock	<input type="checkbox"/>	Deferring TT Reappointment Consideration		
		<input type="checkbox"/>	Deferring Tenure Consideration		
Adding Child to Benefits (HR):	<input type="checkbox"/>	http://www.mcgill.ca/hr/benefits/insurance/change-coverage			
8	Indemnities (\$\$)	Indemnities paid by McGill during leaves will only be paid if the following are true prior to the leave:			
		<input type="checkbox"/>	has acquired 20 weeks of uninterrupted employment with the University		
		<input type="checkbox"/>	meets the University's minimum earnings threshold to qualify for the McGill employee benefits package; and		
		<input type="checkbox"/>	is confirmed eligible for Quebec Parental Insurance Plan (QPIP) benefits or for benefits from any other appropriate government agency		
notes:					
9	Maternity Leave	Eligibility:	Only applicable to the birth mother.		
		Start-date:	If you are put on bed rest this will be counted as disability leave and your maternity leave will start the day you give birth		
		Length:	Maximum of 20 weeks		
		Indemnity	Please see article 2.14 of the Regulations		
*If you apply for benefits before your child is born, you are required upon birth to send us the information on his or her identity as per the birth certificate (family name, first name, date of birth and gender).					
10	Parental Leave	Eligibility:	Birth parent that did not give birth or; Adoptive parent where the child has not reached the age of compulsory school attendance		
		Dates taken	Birth: between the beginning of the delivery process and the fifteenth (15th) calendar day following the arrival at the residence. Adoption: within fifteen (15) calendar day following the arrival at the residence.		
		Length:	five days		
		Indemnity	100% (not QPIP dependant)		
		notes:			
11	Extended Parental Leave	Eligibility	Dependant on Eligibility for Maternity or Parental Leave		
		Dates Taken	Between the end of your Maternity/Parental Leave up to 72/70 weeks after the birth of your child		
		Length	Maximum of 52 weeks (only 11 weeks are eligible for indemnity)		
		Indemnity	Please see section 4.12 of the Regulations		
12	Important Contacts	Academic Personnel		academic.personnel@mcgill.ca	questions about regulations or length of leave
		Human Resources	4747	hrhr@mcgill.ca	questions about indemnities or Record of Employment
		QPIP	1 888 610-7727		questions about QPIP
		departmental contact			general questions