

PARENTAL LEAVE

If **you** are actively at work and wish to spend time with your family immediately following the birth of a newborn, you may be eligible to receive parental leave benefits.

ELIGIBILITY

To be eligible for this benefit, **you** must:

- Be absent from work immediately following the birth of your child up to a maximum of 3 consecutive days.
- Provide a signed letter from your employer or payroll department (company letterhead) advising of the last day worked, the days you did not work as a result of parental leave and confirmation that you were employed at the time of the birth, confirming your absence.
- Provide an original certificate of birth or a temporary health card from the hospital advising of the name and date of birth of your child.

BENEFITS

If you have met the eligibility requirements, **you** may be eligible for the following benefits:

- A maximum benefit of \$250 per day.
- Benefit is payable up to a maximum of 3 consecutive business days.

INCOME TAX

Under current tax law, Parental Leave benefit payments are taxable to the member in the calendar year in which it was received. Members who were in receipt of Parental Leave benefit payments in the previous calendar year will receive a T4A every February from the Administrative Agent that indicates the total amount of received in the prior year.

Any Parental Leave benefit payments received on behalf of the member (shown on the T4A) must be reported by the member as income in the member's annual income tax return.

GENERAL INFORMATION

The eligibility and benefit provisions set out above are general and for information only. The benefit booklet is not, in itself, a legal contract. The terms and conditions of the insurance policies take precedence in case of dispute. Should you require further information on eligibility or benefits, please contact the Administrative Agent.