



## Accessing EI Maternity and Parental Benefits

The Employment Insurance (EI) program offers temporary financial assistance to you while you are on a maternity or parental leave of absence. This assistance is administered through [Service Canada](#).

The Province of Quebec is responsible for providing maternity, paternity, parental and adoption benefits to residents of Quebec through a program called the [Quebec Parental Insurance Program \(QPIP\)](#).

### Types of Benefits

Maternity and Parental Leave Benefit payments consist of the following:

- Employment Insurance (EI)
- Supplemental Benefits (top-up), not exceeding 93% of an employee's salary

**EI maternity benefits** are offered to biological mothers, including surrogate mothers, who cannot work because they are pregnant or have recently given birth.

**EI parental benefits** are offered to parents who are caring for a newborn or newly adopted child. Parental benefits are available to biological, adoptive, or legally recognized parents.

**Supplemental Benefits** are offered to parents who are eligible for maternity or parental benefits under the Employment Insurance (EI) or the Québec Parental Insurance plan (QPIP).

- Parents receive 93% of their weekly rate of pay for the week of the waiting period under the Supplemental Unemployment Benefit Plan, minus any earnings made during this period
- For each week that the parent is eligible, he or she receives the difference between 93% of his or her weekly rate and the maternity or parental benefit minus any earnings made during this period

### Going on Maternity or Parental leave soon?

**Always apply for EI benefits as soon as you stop working.** You can apply for EI at a Service Canada office by submitting one of the following:

- your Record of Employment (ROE)
- a printed copy of your last pay stub (if your ROE is delayed)

Before you can start receiving EI benefits, there is a one-week waiting period when you will not be paid EI. Your government maternity or parental benefits provide a supplemental payment for this waiting period. Check your home and mailing address in the HR system before you start your leave, and update it if needed.

Steps to follow:

- 1) Managers should review the (ESDC) [Manager's Guide to HR requests](#) to submit the Leave to the HRSC Portal
- 2) Print your latest pay stub before you leave work
- 3) apply for EI as soon as you leave work; you will receive EI or QPIP benefits after a one-week waiting period
- 4) contact your manager and HR unit right away for priority payments if your top-up payment is not processed on time
- 5) once you are receiving regular top-up payments, make repayment arrangements for any priority payments received

## How to Receive Supplemental Benefits

You must provide the original letter of entitlement or your payment stubs for EI or QPIP Benefits to the Phoenix Pay Centre (Pay Centre) as soon as you receive them. This documentation confirms your eligibility to receive your supplemental benefit (top-up) payments.

Subsequent proof of EI payments should be provided to the Pay Centre on a monthly basis.

This documentation should be forwarded to the Pay Centre under cover of a [Pay Action Request \(PAR\) Form](#)

## Already on Leave Without Pay?

**If you are experiencing financial hardship, priority payments may be available to you. Your departmental HR unit or your manager can help with this process.**

**If you are an employee** who has already left the workplace (on leave):

1. **contact** your manager and departmental HR unit to request priority payment if needed
2. **contact** the Compensation Web Applications (CWA) Help Desk (link below) to ask for a printed copy of your pay stub to be sent to your home address, or call 1-855-634-2358
3. **contact** the Pay Centre if you have not received your ROE and have not been put onto leave of absence
4. **apply** for EI with the printed pay stub right away
5. **once you are receiving regular top up-payments**, contact your departmental HR unit or the pay centre to arrange for repayment of any priority payments received

**If you are a manager** with employees who are already on leave without pay:

1. **if one of your employees indicates that they are experiencing financial hardship, help them access information and systems unreachable from outside the office or outside the government network**
2. **contact** your employees to ensure they have been put onto leave of absence and have received their ROE and/or EI
3. **if required, contact** the CWA Help Desk to arrange for a printout of your employee's last pay stub mailed to the employee's home address or call 1-855-634-2358

Link to [CWA](#) and the [Pay Centre](#) (it's the same one) <https://www.tpsgc-pwgsc.gc.ca/remuneration-compensation/pay-centre-pay/retroaction-phenix-phoenix-feedback-eng.html>