

## TUFA

Name:

Telephone #:

Home Address:

Department:

Name and Address of Attending Physician:

(attach medical Certificate):

From:

To:

Parental Leave Sub-Plan (Up to 12 wks)

Unpaid Parental Leave (Up to 61 wks)

Date of Last Day Worked (before leave)

Date of Return to Work (after leave)

Is your Spouse taking the 12 or 18 month

Maternity Leave Option?

12 month

18 month

Do you wish to continue with contributions to

the University Pension Plan (UPP) during your maternity/parental leave:

YES

NO

**If Yes, please choose one option:**

Normal contributions during the top-up only

Normal contributions during the top-up, and pay the remaining time monthly by cheque or electronic bank payment

Normal contributions during the top-up, and pay remaining contributions as a lump sum upon your return by cheque or electronic bank payment

\*If you choose option 2 or 3, please fill out the Leave of Absence Payment Election Form

.....  
Date

.....  
Signature of Applicant

.....  
Date

.....  
Supervisor's Signature

### PLEASE READ THE FOLLOWING CAREFULLY

**The following is to be completed by applicants for maternity/parental leave sub plans only:**

In accepting payment from Trent University under the Maternity/Parental Leave SUB Plans, I the undersigned agree to all the terms and conditions of the Plan. If I should fail to return to work at Trent University on the date stipulated on this form and/or if I should fail to return to work for a period equal to the length of the paid leave, I agree to return to Trent University all the money paid to me by the University during my maternity/parental leave.

.....  
Date

.....  
Signature of Applicant

### PLEASE NOTE:

- The non-birthing parent is eligible to receive up to 11 weeks of parental leave sub-plan top-up payments (12 weeks if your spouse did not receive Employment Insurance and you have to serve the 1-week waiting period).

- The percentage of top-up you will receive (either 78% or 95%) is dependent on whether your spouse has elected to receive standard maternity leave/parental leave benefits or extended maternity leave/parental leave benefits from Employment Insurance (EI).