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## MATERNITY LEAVE CHECKLIST

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This checklist is provided to assist in gathering and submitting the required documents and information for an employee who is going on Maternity Leave. Please review carefully as this also contains important information regarding Maternity Leaves.

**PLEASE NOTE: CISPG does *not* offer the maternity top up option.**

All women are entitled to the Short-Term Disability (STD) Maternity Benefit once they have given birth, this is for four or six weeks depending in the type of delivery. There is a one week waiting period. Short term disability is claimed concurrently with EI and the earnings reported to EI. It is advantageous to claim STD as the rate is 66.67% of the salary and is tax free.

The employee must inform the principal as soon as reasonably possible regarding pregnancy and proposed start date of maternity/parental leave. The Maternity/Parental Leave start date and return date, including any early return date, must comply with BC Employment Standards requirements.

The employee must submit the "Maternity/Parental Leave of Absence Agreement" a **minimum of 90 days prior** to the expected due date to the Principal for approval.

Principal to forward copy of form to Office of the Superintendent and CISPG Finance/Payroll Office.

Employee must contact the CISPG Finance/Payroll Office to review options for benefit coverage, pension contributions while on leave.

### **EARLY LEAVE DUE TO MEDICAL ISSUES PRIOR TO BIRTH OF BABY**

The employee must inform the Principal and CISPG Finance/Payroll Office as soon as possible of any issues that may change the expected due date and proposed leave start date.

If a medical Short-Term Disability (STD) is required prior to the maternity leave start date, then the maternity leave starts on the birth date of the child. If an application for STD has been made and approved for STD prior to maternity leave start date there is no need to reapply after birth of baby.

EMPLOYEE NAME: \_\_\_\_\_

SCHOOL NAME: \_\_\_\_\_

### **School/Employee Checklist**

#### **For Approval of Maternity Leave**

- ☐ Complete Maternity Parental Leave of Absence Agreement, submit to Principal for approval
- ☐ Complete Group Change Form if waiving Extended Health and/or Dental – employees may choose to waive all coverage while on Maternity leave.
- ☐ Principal approved Maternity Parental Leave of Absence Agreement and submit to CISPG Office of Superintendent and Finance/Payroll Office.



**Catholic Independent Schools Diocese of Prince George**

**Finance/Payroll Office**

6500 Southridge Ave  
Prince George BC V2N 5P9  
E: [payroll@cispg.ca](mailto:payroll@cispg.ca)

Direct: 250-964-5643  
[www.cispg.ca](http://www.cispg.ca)

Office: 250-964-4424 Ext 2204

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**For Short Term Disability Leave for Medical Reasons before Maternity Leave Begins**

- ☐ Provide Employee with STD Employee Statement and Attending Physician Statement package. Submitted directly to the Finance/Payroll Office.
- ☐ Complete final time sheet noting last day worked, PLUS five (5) sick days

Forms to be submitted to the Finance/Payroll:

- ☐ STD Employer Statement                      Last Day Worked \_\_\_\_\_

**For Maternity Leave**

- ☐ Complete final timesheet noting last day worked

**Birth of Baby**

- ☐ Complete Group Change Form to add baby as dependent
- ☐ Employee to complete STD Employee Statement and Attending Physician Statement package. Submit directly to the Finance/Payroll Office.
- ☐ Inform CISPG Finance/Payroll Office date of delivery

**EE Return to Work**

- ☐ Inform Finance/Payroll Office of employee's first day worked upon return

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**CISPG FINANCE/PAYROLL USE ONLY**

- ☐ Approved Maternity Parental Leave of Absence Agreement received
- ☐ Submit copy of Maternity Parental Leave of Absence Agreement to CISVA
- ☐ Submit Group Change Form for benefit changes during Leave
- ☐ Final timesheet received
- ☐ Email CISVA
- Last Day Worked \_\_\_\_\_ Gross Earnings for the Month: \_\_\_\_\_
- ☐ Record of Employment Filed
- ☐ Submit email to employee, Principal and Bookkeeper for benefit amounts owing during leave

**For Short Term Disability Leave for Medical Reasons before Maternity Leave Begins**

- ☐ Employer Statement completed
- Last Day Worked \_\_\_\_\_ Gross Earnings for the month: \_\_\_\_\_
- ☐ Approved Maternity Parental Leave of Absence Agreement received
- ☐ Final timesheet received including five (5) sick days
- ☐ Email CISVA
- Last Day Worked \_\_\_\_\_ Gross Earnings for the Month: \_\_\_\_\_



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**Birth of Baby**

- ☐ Submit Group Change Form to add baby as dependent
- ☐ Submit Employer Statement for Short Term Disability due to birth of baby

Last Day Worked \_\_\_\_\_ Gross Earnings for the month: \_\_\_\_\_

*Employee to complete STD Employee Statement and Attending Physician Statement package. submit directly to the Finance/Payroll office.*

**EE Return to Work**

Date EE Returned to Work \_\_\_\_\_

Gross Earnings for the month (for an EE that has pension): \_\_\_\_\_

- ☐ Email CISVA notification with the EE's full name, RTW date, gross earnings for the month (*only if RTW date is not the 1<sup>st</sup> of the month*) and reinstate pension level (If applicable).