

MATERNITY AND/OR PARENTAL LEAVE REQUEST FORM
MANITOBA ASSOCIATION OF CROWN ATTORNEYS (MACA)



Employee Name:

Employee Number:

Department:

MATERNITY LEAVE: ☐ Applicable ☐ Not Applicable

Date Leave Commences:
Please note: start date of the leave must be a Saturday.

Date Leave Expires:
Up to 17 weeks following commencement of leave.
Please note: end date of the leave must be a Friday.

I, , for and in consideration of applying for Maternity Leave:

- Have completed seven (7) continuous months of employment for or with the government.
- Am requesting Maternity Leave at least four (4) weeks before the day on which I intend to commence my leave.
- Am providing the employing Authority with a certificate from a duly qualified medical practitioner certifying that I am pregnant and specifying the estimated date of delivery.
- Have completed a Return Service Agreement for Maternity Leave.

PARENTAL LEAVE: ☐ Applicable ☐ Not Applicable

☐ Standard Parental Leave (up to 37 weeks)

☐ Extended Parental Leave (up to 63 weeks)
Please note that the extended parental leave calculation is based on 61 weeks. Any reduction in weeks only reduces the payment and does not increase or recalculate the top-up.

Date Leave Commences:
Please note: start date of the leave must be a Saturday.

Date Leave Expires:
Up to 63 weeks following commencement of leave.
Please note: end date of the leave must be a Friday.

I, , for and in consideration of applying for Parental Leave:

- Am the natural mother/father of a child or have adopted a child under the laws of the Province of Manitoba.
- Have completed seven (7) continuous months of employment for or with the government.
- Am requesting Parental Leave at least four (4) weeks before the day on which I intend to commence my leave.
- Am commencing my Parental Leave after the birth, or adoption, or coming into the care and custody of a child:

Standard Parental: within 52 weeks (12 months)
Extended Parental: within 78 weeks (18 months)

- Am commencing my Parental Leave immediately following my Maternity Leave (if applicable).

- If I am not commencing my Parental Leave immediately following my Maternity Leave (if applicable), I have received approval from my Employing Authority.

Notes:

- Once Extended Parental Leave is chosen, no changes can be made;
- During the period of Maternity and Parental Leave, some benefits will not accrue; however, the period of leave will count as service towards eligibility for long service vacation and long service sick leave entitlement;
- Please go to <https://www.gov.mb.ca/csc/labour/benefits/maternity.html> for important information (i.e., Blue Cross and CSSB); there is an impact to the amount of EI you receive if you take Extended Parental Leave;
- For further information on Employment Insurance benefits for Maternity/Parental leaves, please consult with Service Canada at: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>.

Please contact your Pay & Benefits Consultant with questions on how to complete this form.

Signature of Applicant

Date

Departmental Employing Authority Approval:

(Please print name)

Signature of Departmental Employing Authority

Date

*** PLEASE RETURN SIGNED COMPLETED FORM TO
YOUR PAY & BENEFITS CONSULTANT ***