

I'm pregnant!

Here is what I have to do from here on in

Assistant Directorate Support to partners

HRCLAD

First, please accept our heartiest congratulations!



This document provides step-by-step instructions regarding the stages ahead to successfully manage your file in terms of parental rights.

Happy reading!

Step 1 – Preventive Withdrawal & Reassignment

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<p>The essential of the following text comes from the program <i>Pour une maternité sans danger</i>, produced by the CNESST ((DC 200-1024 3).</p>	
<p><i>Pour une maternité sans danger</i> is a prevention program from the Commission des normes, de l'équité, de la santé et de la sécurité du travail (CNESST). Its purpose is to maintain the pregnant or breastfeeding worker in a safe working environment. Under the Occupational Health and Safety Act, a pregnant or breastfeeding worker has the right to work safely or to be immediately assigned to other duties that are safe and that she is reasonably able to accomplish.</p> <p>The employer's responsibility is to take the necessary measures to protect the health and ensure the safety and physical integrity of its workers.</p>	
<p>Eligibility criteria</p> <p>To qualify for the <i>Pour une maternité sans danger</i> program, a pregnant or breastfeeding worker must meet all of the following conditions:</p> <ul style="list-style-type: none"> • To be a worker according to the meaning of the Occupational Health and Safety Act; • To be exposed to some dangers in the workplace, as certified by a certificate; • To be medically fit for work; • To be available for an assignment; • To hand over a certificate to the Prevention and Health Promotion Department. <p>It is the responsibility of the CNESST to determine if a worker is eligible to the program <i>Pour une maternité sans danger</i>.</p>	
<p>Worker's responsibilities</p> <ul style="list-style-type: none"> • The pregnant or breastfeeding worker consults a doctor as soon as she thinks that there is a danger for her or her child; • She asks her doctor to complete the <i>Certificat visant le retrait préventif et l'affectation de la travailleuse enceinte ou qui allaite</i> of the pregnant or breastfeeding worker if the doctor determines that there is a danger. This form is available on the CNESST website under the <i>Formulaires pour les partenaires</i>; • She must make sure that her doctor - it is mandatory - consults the doctor designated by the Director of Public Health. The certificate will only be valid if this consultation has occurred; • Once completed, the certificate and the Public Health recommendations must be sent to the Prevention and Health Promotion Department (by fax at 514-457-8420 or by e-mail to: preventionssmet.comtl@ssss.gouv.qc.ca and CNESST. Your coordinates must be clearly indicated; • If the expected date of delivery changes, the worker ensures that the employer and the CNESST are informed promptly. 	

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Employer's responsibilities	✓
<ul style="list-style-type: none"> • The employer acknowledges the <i>Certificat visant le retrait préventif et l'affectation de la travailleuse enceinte ou qui allaite</i>, which constitutes for the worker, a request to a suitable assignment or to new tasks free from danger and that she is reasonably able to perform; • The employer informs the CNESST that its employee requested the program; • At any time, the employer can reinstate the worker in her position if the dangers that this position presented were eliminated; • The employer can offer an assignment to the worker at any time. 	Prevention and Health Promotion Service
<p>In conjunction with your manager, the Prevention and Health Promotion Department will assess your situation, and determine the appropriate course of action:</p> <p style="text-align: center;">① You will be reassigned to different tasks until your maternity leave starts;</p> <p style="text-align: center;">② You will be placed on preventive withdrawal*. If preventive withdrawal is the option selected, your maternity leave will begin four (4) weeks before your expected date of delivery.</p> <p>If the above mentioned option 2 applies to you, the end date of your leave will automatically be communicated by the Health Promotion and Prevention Department to Human Resources Customer Services (InfoRH) so that your maternity leave be treated.</p>	
<p>Upon reception of the <i>Certificat visant le retrait préventif et l'affectation de la travailleuse enceinte ou qui allaite</i> including the recommendations of the Public Health, a member of the Prevention and Promotion Health Department will contact you within 24 to 48 hours, from Monday to Friday, to indicate the plan that applies to your situation.</p>	
<p>For more information, you can visit the CNESST web site at the following address</p> <p style="text-align: center;">https://www.csst.qc.ca/travailleurs/maternite/Pages/maternite.aspx</p>	

***If you are placed on preventive withdrawal, you will be paid by the CNESST, up to a maximum of 90% of your salary, until your maternity leave.**

Step 2 – Maternity Leave

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<p>If preventive withdrawal does not apply to your situation, you must decide on the date on which you will begin your twenty one (21) week maternity leave. It is important to know that it must start on a Sunday.</p>	
<p>Once decided, you must inform, in writing, your manager and HR Customer Service at inforh.comtl@ssss.gouv.qc.ca at least two (2) weeks in advance. Please note that you are allotted 4 days or 8 half-day medical visits during your pregnancy.</p>	
<p>You now have to choose among the two plans offered under the Québec Parental Insurance Plan (QPIP): http://www.rgap.gouv.qc.ca/includes/tableaux/tab_synthese_prestations_en.html (Note: the web version takes precedence over the table in the next page) Inform HR Customer Service, in writing, by email at inforh.comtl@ssss.gouv.qc.ca, or by fax at 514-732-4505. The latter will ensure your request is processed, and assigned to your designated officer from the Remuneration and Fringe Benefits Department. You will receive confirmation once this is done.</p>	
<p>A request to issue your employment record will be sent to the Payroll Department by your designated officer from the Remuneration and Fringe Benefits Department. Your employment record will be sent electronically to Service Canada; the QPIP will access it from there. Your maternity benefits will be determined based on your employment record. Your employment record must include the wage figures of your last worked day. It can be issued during your first week of leave.</p>	
<p>You are now ready to open your file with the QPIP. To file an application, call 1-888-610-7727, or visit http://www.rgap.gouv.qc.ca/services_en_ligne/faire_demande_prestations_en.asp. <i>*An employment record is required for this.</i></p>	

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Your designated officer from the Remuneration and Fringe Benefits Department is responsible for entering your 21-week maternity leave in the personnel record management system. During your maternity leave, your employer and the QPIP will jointly pay 88% of your salary.	
Once your file is open, the QPIP will issue a calculation determining your maternity benefits. You must send a copy of the calculation to the Payroll Department, either by fax at 514-989-4303, or by email at Paie.ciuss.comtl@ssss.gouv.qc.ca . You must also send a copy to your designated officer at the Remuneration and Fringe Benefits Department, either by fax at 514-732-4505, or at the email address provided.	✓ Designated officer
	✓ Payroll
Your baby is here, congratulations! Please send a copy of the attestation of birth issued by the hospital or birthing centre to your designated officer from the Remuneration and Fringe Benefits Department, either by fax at 514-732-4505, or at the email address provided.	

QPIP Benefits - Summary Table

Benefits	BASIC PLAN			SPECIAL PLAN		
	Number of weeks	% of average weekly income	Paid by	Number of weeks	% of average weekly income	Paid by
Maternity	First 18 weeks	70%	QPIP	First 15 weeks	75%	QPIP
		Additional allowance of up to 88%	Employer		Additional allowance of up to 88%	Employer
	Final 3 weeks <small>Note: these weeks are included in the first 7 weeks of parental benefits.</small>	Scenario 1: if the employee files an application for parental benefits, she will receive 70% of her salary + additional allowance of up to 88%	QPIP + Employer	Final 6 weeks <small>Note: these weeks are included in the 25 weeks of parental benefits.</small>	Scenario 1: if the employee files an application for parental benefits, she will receive 75% of her salary + additional allowance of up to 88%	QPIP + Employer
		Scenario 2: if the employee does not apply for parental benefits, she will only receive the additional allowance she was paid in the first 18 weeks.	Employer		Scenario 2: if the employee does not apply for parental benefits, she will only receive the additional allowance she was paid in the first 15 weeks.	Employer
Paternity	1 st week	100%	Employer	1 st week	100%	Employer
	5 weeks	70% + additional allowance of up to 100%	QPIP	3 weeks	75% + additional allowance of up to 100%	QPIP
Parental	7 weeks	70%	QPIP	25 weeks	75%	QPIP
	25 weeks	55%				
Adoption (child other than the child of the spouse)	1 st week	100%	Employer	1 st week	100%	Employer
	5 weeks	70% + additional allowance of up to 100%	QPIP + Employer	5 weeks	75% + additional allowance of up to 100%	QPIP + Employer
	7 weeks	70%	QPIP			
	25 weeks	55%	QPIP	23 weeks	75%	QPIP
Adoption (spouse's child)	1 st week	2 days → 100% 3 days → 100%	Employer	1 st week	2 days → 100% 3 days → 100%	Employer
	12 weeks	70%	QPIP	28 weeks	75%	QPIP
	25 weeks	55%				

To reach the QPIP: call 1-888-610-7727, or visit http://www.rgap.gouv.qc.ca/index_en.asp.

Step 3 – Parental Leave Without Pay

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<p>Your 21-week maternity leave is coming to an end, and now you must inform us of your intentions with respect to the parental leave.</p> <p>You may take a parental leave, without pay, of up to two years, following the end of your 21-week maternity leave.</p>	
<p>Use the form on the following page to inform your designated officer from the Remuneration and Fringe Benefits Department of your intentions concerning the duration of your parental leave.</p>	
<p>Once the form is received, the designated officer will send you confirmation regarding your parental leave.</p>	
<p>Subsequently, you will be allowed to request up to two changes to your initial choice.</p> <p>Note: You are allowed to make a second modification request as long as the second request is specified in the same request. For example:</p> <ol style="list-style-type: none"> 1. Choice 1: Two years after the maternity leave 2. 1st modification request: returning to work part time at 3 days a week, from such date to such date; <ol style="list-style-type: none"> 2.1 2nd modification request: continuing to work part time, but 4 days a week, from such date until the end of the parental leave. <p>The request made under 2.1 must be made in the same written notice as the modification request made in Point 2.</p>	
<p>It is important that you inform your manager and your designated officer of your return, in writing, <u>at least 30 days in advance.</u></p>	

Parental Leave Without Pay

Last Name _____ Employee Number _____
First Name _____

***Please note that all holidays in earlier banks must be taken after your parental leave.
The exact number of days will be confirmed subsequently.***

- I want to take a parental leave without pay, including QPIP benefits for a duration of 2 years (maximum allowed). I will take my vacation days (number of days to be confirmed) upon my return to work.
- I want to take a parental leave without pay equal to the number of weeks for which I received QPIP benefits¹, namely until _____ (refer to the calculation received from the QPIP). I will take my bank of holidays (number of days to be confirmed) upon my return to work.
- I want to take a parental leave without pay of _____ weeks (including QPIP benefits) and continue taking a **partial leave without pay** of _____ days per pay period² (maximum 2 years).

The choices indicated above cannot be subjected to more than two modifications. Where appropriate, requests for modifications must be sent at least 30 days in advance.

Please return the duly completed and signed form at your earliest convenience, either by fax at 514-732-4505, or by email to your designated officer from the Remuneration and Fringe Benefits Department. You will receive confirmation that your form has been received.

Signature (or print name if sent by email)	Date

¹Québec Parental Insurance Plan

²Note: in case of disagreement with the employer, you must work at least 2.5 days per work week.

Positions Register (if you don't have remote access to eEspresso)

You can register to the Record of Positions during your maternity/parental leave so you can be among potential candidates on job posted during your absence.

To register, contact the HR Customer Service so they may send you the appropriate form.

Insurance

If you must go on **preventive withdrawal**, you will need to make arrangements for your group insurance payments because you will be paid by the CNESST, which will prevent payroll deductions.

Since you will be paid jointly by the employer and the QPIP during your maternity leave (first 21 weeks), contributions to your insurance plan will continue to be deducted from your pay as usual.

However, as of the first day of your **parental leave without pay** from the employer—paid by the QPIP—you will have to pay to continue coverage. Your designated officer from the Remuneration and Fringe Benefits Department will inform you of the steps to follow based on your selection.

Moreover, during your preventive withdrawal, maternity leave, or parental leave, you may request changes to your insurance plan, if need be. To learn more about the terms and conditions that apply to your plan, read the brochure that corresponds to your insurance plan, available on intranet at <http://intranet.comtl.rtss.qc.ca/en/my-life-at-work/my-employee-file/insurance/>.

Government and Public Employees Retirement Plan (RREGOP) Contributions

If you go on preventive withdrawal, you will be exempted from your RREGOP contributions for the duration of the withdrawal. During your 21-week maternity leave, you will continue to fully contribute to your retirement plan as if you were working. However, you do not contribute to the retirement plan during your parental leave without pay. If you wish to continue contributing during that period, you can redeem that portion at regular rate. **Please note that the portion must be redeemed within 6 months of returning to work.** Note: if you exceed the deadline, you may still redeem the portion, but at double rate because you will have to cover the employer's portion, too. More information on buy-backs can be found at <https://www.carra.gouv.qc.ca/pdf/4050a-buy-backs.pdf>.

GROUP INSURANCE



MONTHLY PAYMENT AUTHORIZATION FORM

EMPLOYEE # EMP

LAST, AND
FIRST NAME: _____

Banking Withdrawing Authorization

I hereby authorize the MWIIUHSSC to withdraw from my bank account, according to the instructions below, the amount for my group insurance, Retraite Québec or salary recovery contribution:

Bank account (attach a void cheque, if different from your salary deposit)

Monthly amount to withdraw: The Insurance deductions for 2 pays If arrears, please precise: _____
(no monthly deduction must be less than 20\$)

Day of withdrawal: 15th of each month (next business day if the 15th falls on a weekend)

Starting on this date: _____ Until: _____ or full payment

Change or Cancellation

I will inform the MWI IUHSSC payroll department of any changes to this agreement within 10 working days of the next withdrawal.

I can modify this agreement anytime, by sending a written request to the MWIIUHSSC payroll department, within 10 working days preceding the date of the next withdrawal.

The amendment of this Agreement does not terminate the obligations of the employee in respect of its indebtedness.

Reimbursement

The MWI IUHSSC payroll department agrees to refund any excess amount of the due total amount on the pay that follows the last withdrawal notice.

For more information, please contact payroll by email at paie.comtl@sss.gouv.qc.ca

Refusal

The Act Respecting Prescription Drug Insurance (RAMQ) requires all employees eligible to a collective insurance to maintain the drug insurance coverage provided to their contract unless being able to be covered by a similar collective plan. Should you not respect this requirement, you will have to pay the premium of the RAMQ's Public Prescription Drug Insurance Plan when filing your tax return, without having access to this plan.

I **accept** the above mentioned payment arrangements.
I acknowledge the implications of my refusal.

Signature

Copy : Employee, Original : Payroll Service

RETURN duly filled by email to paie.ciuss.comtl@sss.gouv.qc.ca or fax to 514 989-4303

Should you require further assistance, don't hesitate to contact HR Customer Service, by phone at 514-732-4512, or by email at inforh.comtl@ssss.gouv.qc.ca.

We wish to extend our best wishes of joy, happiness and health to you and your child!

