

## Steps To Apply For:

### Medical Certificate for Employment Insurance (EI) Benefits for Parents of Critically Ill Children (PCIC) and Defer your maternity leave until your baby's due date.

1. Have your baby's admitting NICU doctor sign the EI PCIC form
2. Notify your place of employment that:
  - a. your baby was born early and will remain in an NICU until his/her due date
  - b. you would like to DEFER your maternity leave until your baby's due date. (**see appendix A**)
  - c. while your baby is in hospital you will be going on PCIC and that your baby's doctor has signed the PCIC EI benefit form
3. Ensure that your place of employment put's a **CODE Z** (compassionate care/ parents of critically ill children) on your record of employment NOT a code F which is maternity leave (**see appendix B**)
4. Have the confirmation of birth letter signed by the staff neonatologist (found in your parent binder or ask your social worker to assist you)
5. Go to Service Canada (*the closet office to the hospital is City Hall at 100 Queen St W, Toronto, ON M5H 2N2*).
  - a. Explain to Service Canada that you would like to defer you maternity leave because your baby was born early and that your baby will remain in an NICU until approximately his/her due date
  - b. Provide Service Canada with the doctor signed EI PCIC
  - c. Provide Service Canada confirmation of baby's birth signed by the staff neonatologist

**Further Clarification:** This resource sheet has been created to provide some information about resources available to you through Service Canada. For further clarification and information please contact:

Service Canada at 1-800-O CANADA. Service Canada EI benefits office at 1-800-206-7218 or on the web at [www.servicecanada.gc.ca](http://www.servicecanada.gc.ca)

## APPENDIX A

### Deferring Your Maternity Leave

[http://www.servicecanada.gc.ca/eng/ei/types/maternity\\_parental.shtml](http://www.servicecanada.gc.ca/eng/ei/types/maternity_parental.shtml)

The screenshot shows a web browser window displaying the Service Canada website. The page title is "Applying for EI maternity benefits". The main content area is divided into two sections: "Applying for EI maternity benefits" and "Applying for EI parental benefits".

**Applying for EI maternity benefits**

You can apply for EI maternity benefits before you give birth. In fact, you can start receiving benefits during the eighth week before your due date or before the actual week you give birth. You cannot receive EI maternity benefits more than 17 weeks **after** the week you were expected to give birth or the week you actually gave birth, whichever is later. When the actual date of birth is different from the expected date of birth, you must let us know the child's actual date of birth as soon as possible by calling 1-800-206-7218 (TTY: 1-800-529-3742) or by visiting a Service Canada Centre.

The date you submit your application is very important, since it affects the amount of maternity benefits you are entitled to receive. If you have difficulty determining which maternity benefit period works best for you, call us at 1-800-206-7218 (TTY: 1-800-529-3742).

**Notes**

If your newborn is hospitalized, the 17-week timeframe can be extended by the number of weeks your child is in the hospital, up to 52 weeks after the date of birth. You could receive 15 weeks of benefits, but the payments may be suspended until your child leaves the hospital. If you received maternity benefits before your child's birth and you want to receive the remaining benefits after the child comes home, contact us.

**Applying for EI parental benefits**

For **biological parents**, EI parental benefits can be paid starting from the child's date of birth. For **adoptive parents**, parental benefits can be paid starting from the date the child is placed with them for adoption.

Usually, EI parental benefits can only be paid during the 52 weeks after the week the child is born or, in the case of adoption, during the 52 weeks after the week the child is placed with you.

**Notes**

- If your newborn or newly adopted child is hospitalized, the 35-week timeframe can be extended by the number of weeks your child is in the hospital.
- The parents of a newborn or newly adopted child who is hospitalized for an extended period may decide to wait until their child leaves the hospital before they apply for parental benefits. For information about options available to you in your specific situation, call 1-800-206-7218 (TTY: 1-800-529-3742).

Two callout boxes are present:

- A callout box at the top right points to the "Notes" section under "Applying for EI maternity benefits" and contains the text: "Deferring your maternity leave when your child is hospitalized".
- A callout box at the bottom right points to the "Notes" section under "Applying for EI parental benefits" and contains the text: "Waiting until your newborn is discharged home from hospital to apply for parental benefits".

## APPENDIX B

### Record of Employment Codes

[http://www.servicecanada.gc.ca/eng/ei/employers/roe\\_guide\\_chp2.shtml](http://www.servicecanada.gc.ca/eng/ei/employers/roe_guide_chp2.shtml)

#### Code N - Leave of absence

Use Code N when the employee is leaving the workplace temporarily to take a leave of absence. For example, if the employee is taking any period of unpaid leave, use Code N.



##### Note:

A leave of absence does not include illness or injury, maternity leave, parental leave, compassionate care leave, or leave for parents to care for a critically ill child —instead, use Code D - Illness or injury, Code F - Maternity, Code P - Parental, or Code Z - Compassionate care/Parents of Critically Ill Children respectively.

#### Code P - Parental

Use Code P if the employee is leaving the workplace temporarily to take parental or adoption leave.



**Note:** If the employee is a birth mother, see **Code F, Maternity**.

#### Code Z - Compassionate care/Parents of Critically Ill Children

Use Code Z if the employee is leaving the workplace temporarily to claim compassionate care benefits, or benefits for parents of critically ill children.

#### Code F - Maternity

Use Code F only when a birth mother is leaving the workplace to take maternity leave. It does not apply to adoptive parents or birth fathers.



##### Notes:

- If the birth mother is experiencing an interruption of earnings first because of illness and then because of maternity leave, use Code D, Illness or injury, since you should use the code that applies first. In this case, there is no need to amend the ROE once the employee begins her maternity leave.
- If the employee is a birth father or adoptive parent, see **Code P, Parental**.

#### Code D - Illness or injury

Use Code D when the employee is leaving work temporarily because he or she is ill or injured.