

Your Parental Leave Checklist


For DCS Employees

What to do when taking parental leave and helpful tips to consider



Welcoming a new child is exciting. It's important to take time away from work to care for yourself and your family. We understand how busy you are and how wonderful, yet stressful, this time can be, so we've prepared this parental leave checklist to make your life easier. It explains what you need to do before your child arrives, after your child arrives and when you return to work.

 The items with a checkbox are required steps.

 The items with the baby bottle are helpful tips to consider.

TYPES OF LEAVE FOR NEW PARENTS

Maternity (pregnancy) Leave

For birth mothers, **AECOM tops up Employment Insurance (EI) or Quebec Parental Insurance Plan (QPIP) payments so that you receive up to 15 weeks of maternity leave at 100% of base pay.**

Depending on your province of residence, you may qualify for 15 to 18 weeks of EI and the amount depends on your work history and base pay. Quebec residents are covered by QPIP, which offers a choice of alternative arrangements.

Parental Leave*



For biological and adoptive parents, **AECOM tops up EI payments so that you receive up to seven weeks of parental leave at 100% of base pay for non-Quebec employees and up to four weeks of top up at 100% base pay for Quebec employees.** For more information about the parental leave benefits offered by province, please go [here](#).

Paternity/Adoption Leave

For biological fathers and adoptive mothers and fathers, **AECOM provides two weeks of paternity/adoption leave at 100% of base pay.** This leave is not covered by EI. For Quebec employees on paternity leave, **AECOM provides five weeks of top up to QPIP payments to 100% of base pay** instead of salary continuance.

*For Quebec employees who receive QPIP benefits for paternity leave, AECOM tops up QPIP payments so that you receive up to nine weeks at 100% of base pay which can be shared between paternity AND parental leave. (Paternity leave is a maximum of five weeks.)

BEFORE YOUR CHILD ARRIVES

- Notify your manager at least 30 days prior to your expected leave date or as soon as possible.
- Fill out the **Leave of Absence Request Form**, which can be found on benefitsatAECOM.com. If you are a birthing mother, please provide a doctor's note that includes the expected due date for the birth of your child.
 - The AECOM Benefits Service Centre will mail information asking you to provide your banking details for the payment of benefit premiums and Defined Contribution Pension Plan (DCPP) contributions while on leave. If you'll be making Group Registered Retirement Savings Plan (RRSP) and Tax-Free Savings Account (TFSA) contributions, please work directly with Sun Life for a lump sum contribution. Please note that core health and optional benefits will continue while you are out on leave if you continue to pay your portion of the benefits. The 2% base contribution to the DCPP will continue while you are out on leave whether or not you choose to make voluntary contributions to the plan. If you do not pay your portion of the cost of core health and optional benefits within 30 days of starting your leave, these benefits will cease. Also, any voluntary contributions you make while on leave will be matched by AECOM at 50% up to a maximum of 2% of your base annual earnings.
- Apply for EI by going to the Government of Canada's website — **Employment Insurance Maternity and Parental Benefits**. If you live in Quebec, apply for QPIP benefits by going to **QPIP online services**.
-  You may be eligible to receive a new child or adoption assistance package when you use FamilySource services. Call ComPsych, our EAP provider, at 800.497.9096 (English) / 877.616.0509 (French). The new child package includes a pregnancy journal and planner, bottle cooler, diaper bag and immunization schedule along with lots of other items to help you as your family grows. Visit www.guidanceresources.com for checklists, articles, videos and other helpful resources, too. If it's your first time using GuidanceResources.com, enter AECOM as the company code to register.
-  You pay for your benefits through a direct billing arrangement through the AECOM Benefits Service Centre.



AFTER YOUR CHILD ARRIVES

- Apply for the **Canada Child Benefit** either online or on Form RC66.
- If there are any changes associated with your leave, please contact **Katy Veilleux** as soon as possible.
- Within 10 - 15 days of your leave start date, you will receive instructions in the mail from the AECOM Benefits Service Centre to provide banking details for the pre-authorized payment of benefit premiums and DCPP contributions. If you have questions related to the payment of premiums or paycheque adjustments, please contact the AECOM Benefits Service Centre at 833.411.5520.
- Employees on maternity or parental leave, and Quebec employees on paternity leave, will be eligible to receive top-up payments during their leave. In order to receive these payments, employees outside of Quebec must provide the first two EI weekly statements and Quebec employees must provide one EI statement showing gross amount received to the Benefits Department to confirm the payment amount and when they started. Fathers (outside Quebec) or adoptive parents who take paternity/adoption leave will be eligible to receive two weeks of salary continuance at 100%. EI/QPIP statements are not required for this type of leave. Fathers in Quebec who take paternity leave receive a top up of QPIP benefits to 100% of base pay for five weeks, instead of salary continuance.

Please note birth mothers may receive either maternity leave or parental leave top up. They will not be eligible for both top-up payments.

- Add your new dependent to your health, dental and other insurance benefits within 31 days from your child's birth/adoption by contacting the AECOM Benefits Service Centre at 833.411.5520, Monday to Friday (8 a.m. to 8 p.m.) Eastern Time, or logging a life event on [AECOMBenefitsOnline.com](https://www.aecombenefits.com).
If you miss this opportunity, you will not be able to change your coverage until the next Benefits Open Enrolment in the fall. You can change your retirement plan participation any time.
- Make sure you understand how to coordinate benefits with your spouse's plan when claiming expenses for your child.

WHEN YOU RETURN TO WORK

- Reactivate your Workday profile by notifying [Katy Veilleux](#). You will not be able to complete timesheets until your profile is reactivated. Please also note that due to system updates, there may be a slight delay (no more than 24 hours) between reactivation of your Workday profile and when you can submit your timesheet.
-  Find caregiver services through Care.com. AECOM offers you free access to this valuable resource, which allows you to search a database of caregivers for everyday, last-minute or backup child care — in your home or at a child care centre. You can also find other service providers, such as house cleaners, pet sitters and tutors. Learn more about [Care.com](https://www.care.com) at benefitsataecom.com, visit [AECOM.Care.com](https://www.aecom.care.com) or call Care.com directly at 855.502.2953 between 10 a.m. and 6 p.m. Eastern Time.
-  Explore the helpful family resources available through our EAP. You can receive help finding child care, house cleaning and other services that help you manage your new day-to-day life. Visit www.guidanceresources.com and enter AECOM as the company code to register if this is your first time using the site. Or call ComPsych, our EAP provider, at 800.497.9096 (English) / 877.616.0509 (French).



IF YOU NEED ASSISTANCE

To access your personalized benefits information and manage your benefits online, visit [AECOMBenefitsOnline.com](https://www.aecombenefits.com).

If you have questions about or need assistance with your benefits, call the AECOM Benefits Service Centre at 833.411.5520, Monday to Friday (8 a.m. to 8 p.m. Eastern Time).