**Parental Leave Guidance Document:**

Congratulations on the new addition(s) to your family. This document is meant as a guidance document for clinical faculty in the Department of Medicine.

***Maternity/Parental Leave Checklist****:*

**Academic: Department of Medicine**

1) Leave of Absence:

Please contact Annette Rosati (Director of Administration, Department of Medicine) and Lorrie Reurink (Manager, Human Resources for the Department of Medicine) about your intention to take maternity/parental leave. You will be required to fill out and return a Request for Leave of Absence form for maternity/parental leave.

Please inform them of the exact date of birth after delivery/adoption of your child when known as they will require this for implementation of maternity/parental leave.

Details about policy and benefits during maternity/parental leave can be found in the enclosed document, “**Pregnancy and Parental Leave Policy for Clinical Faculty**” for the Department of Medicine at McMaster University. This policy is inclusive of Clinical Scholars and all Tenure-tracked/Tenured Faculty.

Some key points from this policy document are:

-maternity/parental leave must be taken in one continuous leave

-notice for maternity/parental leave must be given at least one month in advance

-health, disability and other benefits will continue to be covered while on leave

2) Academic Clock for Promotions and Tenure:

All faculty who choose to take parental leave are entitled to stop the clock for 1 year on their tenure and promotion timeline regardless of the length of time of parental leave taken.

Please contact Sara Sellers, Academic Coordinator for the Department of Medicine to ensure that your tenure/promotion clock is stopped.

3) Financial Obligations to the Department of Medicine:

*Department of Medicine Membership:*

While on parental leave, clinical faculty may still be required to pay some proportion of their department of medicine membership through RMA despite not earning professional income for their period of leave. This may be may depend on length of leave and concurrent receipt of clinical repair funds and alternate funding plan participation. Please contact Annette Rosati for details specific to your arrangements through RMA.

*Administrative support*:

Your admin support may be paid out of your RMA professional income. While you are on leave, you may have to decide how much ongoing admin support you need. You may have to make changes to the amount of admin support that you require or make some other financial arrangements (ie using admin coverage for locums) during your absence. Any changes to your admin support will also need to meet requirements set out by your admin’s unionized employment agreements. It may require up to 16 weeks notice for planned changes in admin support to take place.

Please contact the appropriate business manager in charge of admin support for your site to discuss admin support during maternity/parental leave:

At Hamilton Health Sciences, the contact is Gail LaForme (laformeg@hhsc.ca).

At St. Joseph’s Healthcare, the manager for admin support is Mallory Freed (mfreed@mcmaster.ca).

4) No clinical work while on leave:

While on parental leave and drawing from parental leave benefits from the university, you are not expected to return to work or to locum elsewhere. Your work responsibilities might include teaching and administrative duties where you may need to find colleagues to cover these responsibilities while you are on leave. Please make arrangements or speak to your division director and/or site chief about coverage for teaching and administrative duties while you are away. Your hospital privileges may also be suspended and on hold while on leave.

If you would like to return to work earlier than expected to part-time or full time clinical duties, you must inform both the Department of Medicine and your clinical site chief to ensure that proper privileges, documentation, and clinical access are restored.

5) Alternate Funding Plan participation:

Tenure-track/tenured faculty clinical faculty participate in alternate funding plans through their respective divisions. Please ensure that you continue to submit all of your education, research, and academic activities done prior to maternity/parental leave in order to fulfill requirements for AFP participation to your division director on time.

**McMaster University Benefits:**

1) Maternity/Parental Leave Benefit:

Clinical Scholars, tenured and tenure-track clinical faculty receive paid maternity and/or parental leave benefits from McMaster University over 19 weeks following the birth/adoption of child.

Human Resources at McMaster University will contact and send you information by mail/email following the birth/adoption of your child with respect to the specific amount of this benefit to you. Details on how this benefit is calculated is found in the document, “Pregnancy and Parental Leave Policy for Clinical Faculty.” This benefit is considered personal income, and you will receive a T4 from McMaster University for maternity/parental leave benefits paid while on leave.

Please contact Annette Rosati or Lorrie Reurink for more details or questions.

2) Medical and Dental Insurance:

Tenure-tracked/tenured faculty, clinical scholars and their dependents receive medical and dental health benefits through McMaster University. Please inform Human Resources about the birth/adoption of your child. They will send you documentation in order to add your new child to your medical/dental plans. Coverage is retroactive to date of birth/adoption if application is received within 3 months of birth/adoption.

You and your family’s group medical and dental coverage through McMaster University administered through Sunlife Financial will continue throughout maternity/parental leave. This includes paramedical benefits for psychologists, physiotherapists, and occupational therapists. For mental health coverage, there is now expanded coverage to a maximum coverage of $3,000 per person (including eligible dependents) per benefit year, in total for services by registered psychologists, social workers and psychotherapists.

3) Other Insurances:

Benefits to clinical faculty that are normally deducted from your McMaster University salary, but are not covered during maternity/parental leave include 1) long term disability 2) AD&D insurance 3) optional group life insurance. You will be contacted by Human Resources on whether you wish for your coverage through McMaster University to continue while on leave. If you wish for that coverage to be continued, you will be asked to provide post dated cheques to continue to pay for premiums in the interim. Please contact Lorrie Reurink, Human Resources for the Department of Medicine, McMaster University for further details.

**Other Parental Leave Benefits:**

1) Employment Insurance:

Any parent drawing a salary from McMaster University, and has accumulated more than 600 insured hours of work in the 52 weeks before the birth/adoption of your child will qualify for EI Maternity and Parental Benefits from the Government of Canada. Please contact Lorrie Reurink to provide you with a Record of Employment document that you will need for your application for EI.

An application can be made through Service Canada:

https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental/eligibility.html

2) Pregnancy and Parental Leave Benefit Program through the MOHLTC:

If the duration of your parental leave extends beyond the pregnancy and parental leave benefits covered by McMaster University, you may qualify for an 8 week parental leave benefit through MOHLTC.

More information and application can be found on their website:

http://www.health.gov.on.ca/en/pro/programs/parentalleave/

**Clinical:**

1) Leave of Absence from Clinical Duties:

In addition to informing the Department of Medicine about your intended maternity/parental leave, you need to inform the administration of your clinical site of your intended leave of absence. Please contact the office of your chief of staff to file appropriate documentation with your clinical site for your intended leave.

At HHS, contact Annetta Gionomo (gionomoa@hhsc.ca), executive Assistant to the Physician in Chief at HHS. At St. Joseph’s Healthcare, please contact Reesa Campbell (rcampbel@stjosham.on.ca), Executive Assistant to the Physician in Chief at St. Joseph’s Hospital.

2) CMPA:

It is your choice whether to continue to pay CMPA premiums for coverage while on maternity/parental leave. You are covered by CMPA for all clinical work that you do until you go on maternity/parental leave even if you do not pay premiums while on leave. If you speak to CMPA, they might recommend that you keep coverage for administrative purposes only (if you have locum coverage for your practice, for example) which would be charged at a lower rate than your clinical rate. If you choose NOT to pay CMPA premiums while on maternity/parental leave, you will not be covered by CMPA for any prescriptions and/or provision of care, including emergency care, for that time period while off on leave.

3) Royal College of Physicians and Surgeons:

If you inform the royal college that you are on leave for more than 4 months for family reasons, they will reduce your annual membership fee to $465. You can inform them of the request for fee reduction through your online account with the royal college.

http://www.royalcollege.ca/rcsite/membership/dues-information-e

4) MOC:

In addition, if you inform the Maintenance of Certification program at the Royal College of Physicians and Surgeons that you are on parental leave for more than 4 months, but returning to work within 1 year, you can have your MOC cycle extended automatically by 1 year. Fellows participating in the MOC Program who leave practice for more than one year are given a new cycle when they return to part-time or full-time practice. The new cycle begins on January 1 of the year following their return to practice. Please contact the Royal College to inform them of your parental leave at: cpd@royalcollege.ca

5) CPSO:

Please contact the CPSO to see if you qualify for reductions in registration fees for your CPSO licensure while on leave. Depending on the duration and where it falls in the registration year, you may qualify for a significant discount to fees.

Those who take extended periods of leave above 2 years may need retraining or be required to be supervised upon return to work as per CPSO policies. Please contact CPSO for specific guidance and policies.

6) OMA:

Contact the OMA (membership@oma.org) to enquire about fee reductions while on maternity/paternity leave. Depending on duration of leave and professional income amount for the year, you may qualify for a fee reduction.

7) Hospital Parking Fees:

Contact parking services at your clinical site to suspend monthly payments while you are on leave.

8) Incorporated physicians:

For physicians who are on leave and who are also incorporated, you are still required to (regardless of whether you make professional income while on leave):

1) File your annual corporate CPSO certificate of authorization

2) File annual corporate year end taxes to CRA through your accountants

3) File annual resolutions for your corporation

**Pregnancy Complications and Short Term Disability:**

For women who experience a high risk pregnancy and/or pregnancy related complications prior to the delivery of their child, and who are required by their physicians to take immediate medical leave related to their health, there is short term disability leave available through the Department of Medicine/McMaster University. You are entitled to salary continuance at 100% for up to a six month period with appropriate supporting documentation by your physicians.

Also, according to the “Pregnancy and Parental Leave Policy for Clinical Faculty”, mothers of children who require lengthy post-natal hospital care, such as NICU hospital care, can have the opportunity to delay all or part of their maternity/parental leave until the child (or children) is (are) released from hospital.

Please contact Annette Rosati and Lorrie Reurink for further details.

**Department of Medicine Contacts:**

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| Annette Rosati | Director of AdministrationDepartment of Medicine | Phone: (905) 521-2100 x 76389E-mail: rosatia@mcmaster.ca |
| Lorrie Reurink | Manager, Human Resources and Faculty RecruitmentDepartment of Medicine | Phone: (905) 521-2100 x 76716E-mail: reurink@mcmaster.ca  |
| Sara Sellers | Academic Coordinator Department of Medicine | Phone: (905) 521-2100, ext. 76706E-mail: sellers@mcmaster.ca  |

Parental Leave Document: Last updated Sep 8, 2021

Compiled by: Betty Chui

Contributors: Amber Molnar

Maura Marcucci

Lorrie Reurink

Alma Nunez

Graeme Matheson