



Pregnancy Leave, Parental Leave and Adoption Leave Application

Name of Applicant: _____

Location: _____

Position: _____

Date: _____

Please provide the following information:

Expected Date of Delivery/Arrival: _____

1. I am requesting Pregnancy Leave: (a) _____ Yes/No

(b) _____ # of weeks (maximum number is 17 weeks)

2. I am requesting Adoption Leave: (a) _____ Yes/No

(b) _____ # of weeks (maximum number is 68 weeks)

3. I am requesting Parental Leave: (a) _____ Yes/No

(c) _____ # of weeks (maximum number is 61 weeks)

Please ensure you refer to your collective agreement for the terms and conditions related to the leave (found [here](#)) and questions regarding Employment Insurance benefits should be directed to Service Canada. Information can also be found on their website - <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>

Please provide actual dates of leave:

Pregnancy/Adoption: (Start Date) _____ to _____ (End Date)

Parental: (Start Date) _____ to _____ (End Date)

Other: (Start Date) _____ to _____ (End Date)

Date of return to work: _____ Applicant's Signature: _____

Please return form to Human Resources Department