



PARNL PARENTING GUIDE

The following information is meant as a guide to help you understand the process around applying for maternity/parental leave. While the information was confirmed accurate as of July 2023, you are also encouraged to reach out to Service Canada, PGME, Payroll or HR Services directly for specific questions or concerns.

This is a very exciting time for you and hopefully this guide will help you navigate the process a little easier.

PARNL Collective Agreement

Article 24 Maternity Leave/Adoption Leave/Parental Leave

24.01 A Resident shall be entitled to take parental leave associated with the birth or adoption of a child. In the case of a female Resident who is to give birth, they may request to commence leave up to eight (8) weeks prior to the expected date of delivery. The maximum parental leave allowed shall be fifty-two (52) weeks. The Director of the program shall determine when Resident completes their program. A Resident who takes parental leave shall, on return from leave, receive a service credit for the period of parental leave for salary purposes.

24.02 Duty Periods While Pregnant

No Resident who is pregnant shall be required to perform any scheduled time on call or as an in-hospital duty period after 1700 hours or at any time during the period 0800 hours Saturday to 0800 Monday at any time subsequent to twenty-seventh week of their pregnancy.

24.03 Return to Duty

A Resident may return to do their duty after giving their Director two weeks notice of their intention to do so whereupon the director of the program shall arrange for the recommencement of the Resident's program at the start of the next changeover or at the expiration of a period of four weeks from the giving of notice, whichever is earlier.

Article 11 Vacation

11.07 Vacation will be accrued while on parental leave.

Effective July 1, 2023, residents accrue vacation while on parental leave. You are encouraged to discuss with your program how this leave will be taken as accrued leave cannot be carried to the next academic year. If you take leave early in your academic year, you should be able to use accrued vacation upon your return. However, if your parental leave is towards the end of your academic year, you may wish to return to payroll early to use up this leave.

Anticipated vacation accrual cannot be taken prior to parental leave.

Frequently asked questions:

When can I begin my maternity leave? (Article 24.01)

You may begin maternity leave up to 8 weeks before your estimated due date once you give your Program and the Employer the required written notice which indicates the date your leave will begin. The latest that you may begin your maternity leave is the date of the birth of your child. Resident physicians have the option of going on sick leave prior to the start of their maternity leave at the recommendation of their physician.

When can I stop performing call duties? Article 24.02

Unless choosing to do otherwise, a Resident shall not be required to perform any scheduled time on call or as an in-hospital period after 1700 or during the hours of 0800 on Saturday to 0800 on Monday after 27 weeks gestation.

Should your doctor recommend ceasing call before 27 weeks, please get a medical certificate and discuss with your Program Director as soon as possible.

When should I let my Program know?

You are responsible for directly notifying your Program. As soon as you are comfortable doing so, you should discuss your upcoming leave with your Program so that any modification to your program and scheduling changes can be implemented. During your discussions with your Program, it's important to review the rotations you have to complete while pregnant and whether you feel scheduling changes will be needed. You should also consider any rotations with increased infectious, radiation or toxic exposures.

Advance notice to your chief/administrative residents and Academic Program Administrator should help ensure the necessary administrative work is complete for a smooth transition to maternity leave.

When setting a date to start maternity leave, please remember that the date can be changed depending upon how your pregnancy is going. Medical documentation will likely be necessary to stop work earlier or to assume lighter duties.

PGME does not require advance notification of leave unless you are taking sick or unpaid leave in advance.

Does the PARNL contract provide “top-up” while on parental leave?

Unfortunately although several other provincial housestaff organizations do provide “top-up”, PARNL has not been successful in getting this benefit.

Am I entitled to sick leave if I have to stop work early?

Please notify PGME of your sick leave. You are responsible for completing an FAF with EH. Once accepted, you can either use sick leave accumulated during your training or request an ROE for Sick Leave EI benefits.

Residents accumulate one sick leave day per month. Depending upon your level of training, you may have several weeks of sick leave available to you. If not, please visit Service Canada [sickness benefits](#) to determine your eligibility for EI sick leave benefits.

If my doctor doesn't feel I need to stop work due to medical reasons but I feel unable to continue working, can I request a ROE?

While you can request a ROE, unless it is for sick leave or maternity/parental leave, it will state at "employee request" and will need to be adjusted upon receipt of a medical certificate or birth of your newborn. Service Canada will determine if you are eligible for benefits.

If on sick leave EI benefits, when does this convert to maternity leave benefits?

Upon the birth of your newborn, you are responsible for notifying Service Canada.

Residents frequently get asked who their Manager is by HR/Payroll staff. Who is my Manager in this case?

For payroll and HR issues, PGME (on behalf of your Program Director) is considered your Manager. Please note that they do not have access to your records within NLHS and all communication must be sent by PGME to HR and/or Payroll.

If residents aren't assigned a Manager, how can I reach out to HR/Payroll to check on my ROE?

You can contact Payroll at Payroll.Service@nlhealthservices.ca or call 709-752-4096.

You can contact HR Service Centre at HRService.Centre@nlhealthservices.ca or 707-777-7777.

Can I moonlight while on parental leave?

Residents on educational licenses are not permitted to moonlight while on parental leave.

Residents with full licensure are permitted to moonlight. Should you do so, earnings must be recorded on your EI claim.

GOVERNMENT OF CANADA

[El maternity and parental benefits: What these benefits offer - Canada.ca](https://www.canada.ca/en/services/benefits/ei/ei-sickness.html)

El maternity and parental benefits

Do you qualify?

The information below should be used as a guideline. You are encouraged to apply for benefits as soon as possible to determine eligibility.

You need to demonstrate that:

- you're pregnant or have recently given birth when requesting maternity benefits
- you're a parent caring for your newborn or newly adopted child when requesting parental benefits
- your regular weekly earnings from work have decreased by more than 40% for at least 1 week
- you accumulated 600 insured hours of work in the 52 weeks before the start of your claim or since the start of your last claim, whichever is shorter. **(NLHS records resident physician hours as 45 hours per week.)**

PARNL Note: If you are in your first year of residency and have not yet accumulated 600 hours, you may still be eligible if you have insured working hours from another source/employer. Please check with Service Canada to determine eligibility.

Maximum benefits (as of July 2023)

Maternity* (for the person giving birth)

- maximum of 15 weeks benefits at a
- benefit rate of 55% to a weekly maximum of \$650.

Standard parental

- up to 40 weeks can be shared between parents but one parent cannot receive more than 35 weeks of standard benefits
- benefit rate of 55% to a weekly maximum of \$650

Extended parental

- up to 69 weeks can be shared between parents but one parent cannot receive more than 61 weeks of extended benefits
- benefit rate of 33% to a weekly maximum of \$390

*Maternity benefits can be followed by parental benefits. You can apply for both at once.

Loss – Miscarriage, Termination or Stillborn

<https://www.canada.ca/en/services/benefits/ei/ei-sickness.html>

If your pregnancy ends before week 20, you could receive [sickness benefits](#). If your pregnancy ends in week 20 or later, you could receive maternity benefits. Parental benefits are not available.

Checklist:

- Begin your Government of Canada Employment Insurance application [here](#).
- Fill in the [PGME Leave of Request Form \(FM Residents Leave Request\)](#) and discuss your plan with your Program Director.
- Contact your Program Administrator to complete any necessary administrative forms.

Once you are ready to start planning your maternity leave, we recommend the following steps:

You can apply for EI as soon as you stop working. You can start the application without your Record of Employment, but you will need it to complete the application. We recommend you do this as soon as your program approves your leave, to ensure you give yourself enough time before going on leave to receive your ROE. For any questions about your EI application, please contact Service Canada.

MEMORIAL UNIVERSITY

Below are several excerpts from the [PGME Leave Management](#) and [Waiver of Training](#) Policies; we encourage you to carefully review both policies prior to your leave.

Leave Management

1.8 Extended Leave

1.8.1 A resident on extended leave less than six (6) months in duration **or maternity/paternity** leave is required to provide their discipline and the PGME office with a minimum two (2) week notice if their leave is to be extended or if they are returning to work.

1.8.3 A resident's return date is dependent on scheduling processes and service requirements; it may not directly align with the return to work date provided by the resident in their notice.

Waiver of Training

Scope: "It is understood that learners may require a leave of absence from training (due to illness, parental leave, personal reasons, etc.). Although it is expected that any time lost during a leave of absence will be made up upon the learner's return, in some circumstances a reduction in training time (waiver of training) may be granted upon recommendation from the learner's Program Director and approval from the Associate Dean, PGME."

When considering a waiver of training application, please keep in mind that the criteria for writing certification exams in Canada and the United States are different. Should you plan to write the American exam, please ensure that your training meets the eligibility requirement.

Is my tuition/MUN fees paused during my leave?

Currently there is no formal mechanism for pausing tuition while on maternity leave. PARNL has reached out to the Registrar's Office and PGME to determine if a process can be implemented.

If you receive notifications from the Cashier's Office that you have outstanding fees, etc., please contact the PGME Office directly to have it rectified.

NEWFOUNDLAND AND LABRADOR HEALTH SERVICES

I wish to continue my medical/dental coverage throughout my leave. Can I pre-pay to alleviate the financial burden when on EI benefits?

It is not NLHS's practice to collect premiums in advance of leave. Upon your leave request, you will be send a Continuation Form as well as a pre-authorized debit form (PAD) to continue your insurance after your leave is processed by the HRSC.

How long do I have to complete the Continuation Form?

The form must be completed and remitted within 31 days from the date on the form.

Am I responsible for paying the Employer's portion of my benefit premiums while on maternity/parental leave?

For maternity/parental leaves only, the Employee is only responsible for your share of mandatory premiums.

LTD coverage

Your Canada Life LTD plan, administered by PARNL, is paused while you are on extended leaves.

How do I obtain a Record of Employment (ROE) from NLHS?

Upon completion and submission of a Leave Request Form to PGME, their office will email the NLHS's Human Resource Service Centre to request your ROE. Upon receipt of this request, the HR Service Centre will set up a ticket for processing and send Payroll an "action memo".

What is the timeline for processing of my ROE?

Residents are paid two weeks in arrears. When your ROE is requested, you will continue to be paid up to your date of leave.

Example: last day worked is May 29; payroll for the period May 28-June 10 is June 22. Although you only worked one day of that two-week period, you will not be paid for that day until June 22. Your ROE will indicate May 30 as your date of leave.

Your ROE will be processed when Payroll is closed for that period. Payroll is responsible for uploading all ROE's to Service Canada.

What happens if I go on leave before my anticipated leave date?

If your leave starts early, please notify PGME who in turn will notify HR and Payroll of the same. Payroll will upload a revised ROE to Service Canada.

Is my access to Meditech, computers, IT, NLHS, emails, etc., paused during my leave?

Yes. Upon confirmation of your leave, the HR Service Centre will notify IT Services (service.desk@nlhealthservices.ca) of the same and your access will be paused. This access will be restored upon the date of your return to work. Previously this was tied to pay periods and your access may have been delayed; this is no longer the case.

What is the timeline for adding a newborn to coverage (Group Change Form) without providing a proof of insurability form?

With a recent policy change, you now have a year to add your newborn to your coverage without proof of insurability. Please note that this only pertains to newborns/adoptions and not to spouse/significant others who still fall within the initial 31 days' timeline (of your start date) without proof of eligibility.

Must maternity leave begin on the date the baby is born? For example, if a resident planned vacation until June 30 but the baby arrived on June 20, must they start maternity leave on June 20?

Until notified by PGME or you directly, HR Service Centre nor Payroll would not be aware of the date of birth. However, Service Canada will require a copy of your birth certificate. Please consider Service Canada's regulations: "You can start receiving maternity benefits 12 weeks before your due date or the date you give birth. You can't receive these benefits more than 17 weeks after your due date or the date you gave birth, whichever is later."

Now that my maternity/parental leave is ending, how is my payroll re-activated?

In a similar manner to when you went on leave, PGME will notify the HRSC and Payroll of your return-to-work date. A two-week notice is appreciated. As when you started work initially, there will once again be a two-week waiting period before you receive pay.

Example: Return to work on July 1. The first day of the time card is June 25 and the cutoff for payroll is July 8. Thus on the July 20 payday, you would receive one week's pay (July 1-8). Residents' pay is based upon 45 hours per week (0800-1700 Monday to Friday).

How does my service credit for pay purposes get processed?

PGME tracks your service credit and notifies the HRSC and Payroll. As you are copied on all correspondence, you are encouraged your salary details and to discuss any concerns directly with PGME or PARNL.

MEMBERSHIPS/REGISTRATION

CANADIAN MEDICAL PROTECTIVE ASSOCIATION

[CMPA - Home \(cmpa-acpm.ca\)](http://cmpa-acpm.ca)

Can I cancel my [CMPA coverage](#) during my maternity leave?

If you are currently a CMPA member, and plan to take an extended leave from your practice (e.g., sabbatical, parental leave, or training outside the country), you may interrupt or end your membership by [contacting the CMPA](#). You will not be eligible for assistance for any medico-legal difficulties arising from medical care provided during your membership interruption.

If you interrupt your membership for less than 12 calendar months and want to reactivate your membership, you do not have to complete a membership reactivation form. Simply notify the CMPA via [webmail](#) or phone.

If you interrupt your membership for more than 12 months and want to reactivate your membership, you must complete and submit a [membership reactivation form](#) before your reactivation date as described in the [Reactivate membership](#) section.

Who is responsible for contacting:

- **CMPA**

It is your responsibility to notify CMPA of your leave and temporary suspension of your coverage.

- **College of Physicians and Surgeons of Newfoundland and Labrador**

PGME will notify the CPSNL of your leave and return to work dates.

- **Newfoundland and Labrador Medical Association of leave?**

Effective January 1, 2023, the NLMA stopped charging PARNL members membership fees. Thus, there is no requirement/benefit to pausing your NLMA membership.

RETURNING TO WORK

Childcare:

As there is currently a critical daycare shortage in the St. John's area, you may wish to put your name on several lists even before your baby is born. [For the love of child care](#) is a Facebook group dedicated to childcare in NL. Below are some registered childcare options. Many daycares do not take children under the age of two (e.g. MUN).

- [Government of Newfoundland and Labrador Family Child Care](#)
- [Child Care Service Map Search \(gov.nl.ca\)](#)

Salary:

As PARNL members receive a service credit for the period of parental leave for salary purposes (Article 24.01), please ensure your salary upon return to work is correct.

Breastfeeding/lactation spaces:

PARNL collective agreement Letter of Understanding: **Re: Breastfeeding and Lactation*

The Employer commits to work with the Association and the Breastfeeding Committee to provide the appropriate environment for breastfeeding and lactation.

Health Sciences Centre, Room 2104

Directions: Head down the hallway behind the cafeteria towards the ICU, take a right down the hallway next to the ICU waiting area, go through the first set of double doors, you will see a set of double doors in front of you that say "STOP: Do Not Enter", when you are in this alcove take a left through another set of double doors, the staff lactation room is the first room on the left (there is a sign on the door). Please see pictures on last page.

Room H2816 (old Campus Enforcement Office) across from the Main Auditorium is now a dedicated lactation space. To gain access to the lactation room or study rooms for exam preparation, please email Paulette Jones - pdjones@mun.ca.

St. Clare's Mercy Hospital

While the Space Committee is actively looking to secure a dedicated staff lactation space, temporary arrangements include two locker rooms in the basement. While not ideal, they are equipped with washroom facilities and provide a safe space to store supplies in a locker.

Other Sites

Please check with your program administrator or supervisor. Many sites do have dedicated space.

CMPA:

Reactivate your membership to ensure coverage is effective your date of return.

Access to Meditech, computers, IT, NLHS, emails, etc.

Access will be restored upon the date of your return to work. Previously this was tied to pay periods and your access may have been delayed; this is no longer the case. Please email service.desk@nlhealthservices.ca if you experience problems.

RESOURCES

PARNL Collective Agreement: <https://www.gov.nl.ca/exec/tbs/files/PARNL-expires-2024-1.pdf>

Resident Doctors of British Columbia - <https://residentdoctorsbc.ca/contract-and-benefits/parenting>.

PGME Leave Management Policy: <https://www.mun.ca/medicine/about-us/policies-and-procedures/policies-and-procedures-repository/postgraduate-medical-education/>

PGME Leave Request Form: <https://www.mun.ca/medicine/administrative-departments/post-graduate-medical-education-pgme/current-residents/forms/>

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