

Canada Parental Leave FAQs

[Learn more](#) about Maternity, Parental, Paternity and Adoption Leave.

1. **What is AECOM's Parental Leave Program?**

AECOM's Parental Leave Program provides new parents through childbirth and adoption with paid time off. Three types of leave are offered:

- Maternity leave is a period of absence from work granted to mothers who cannot work because they are pregnant or have recently given birth.
- Paternity/Adoption leave is a period of absence from work granted to biological fathers and adoptive mothers and fathers.
- Parental leave provides paid time off for mothers and fathers who have a new natural or adopted child.

2. **Who is eligible to take maternity, paternity/adoption or parental leave?**

All employees are eligible to take maternity, paternity and parental leave, according to provincial legislation.

In addition to provincial leaves, full-time and part-time employees, working 20 hours or more a week and eligible in the salaried benefits plan, are eligible for AECOM's Parental Leave Program when they have a new natural or adopted child.

3. **What are the maximum top-up benefits of the maternity, paternity/adoption and parental leaves?**

Mothers who cannot work because they are pregnant or have recently given birth may receive a top up to their benefits from Employment Insurance (EI) or Quebec's Parental Insurance Plan (QPIP) to 100% of their pre-leave base pay for up to 15 weeks of maternity leave.

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

Biological fathers and adoptive mothers and fathers may receive up to two weeks of salary continuance for paternity/adoption leave at 100% of base pay and need not apply for EI. For Quebec employees on paternity leave, AECOM provides five weeks of top up to QPIP payments at 100% of base pay.

Additionally, parents who are caring for a newborn or newly adopted child are entitled to seven weeks parental leave during which AECOM will top up EI benefits to 100% of pre-leave base pay. Quebec employees are eligible for up to four weeks of top up at 100% base pay. Please note that paternity/adoptive leave and parental leave must be taken consecutively to receive the AECOM EI top up payment for parental leave.

4. **Why do employees in Quebec receive a top up for paternity leave instead of salary continuance?**

Quebec is the only province with a separate provision for paternity leave. Biological fathers are entitled to five consecutive weeks of paternity leave during which they receive QPIP benefits. For these employees, AECOM provides a top up instead of salary continuance.

A father in Quebec can choose to receive a QPIP top up for five consecutive weeks of paternity leave and four consecutive weeks of parental leave.

5. **How do I apply for maternity, paternity/adoption or parental leave?**

Apply for maternity, paternity/adoption or parental leave by completing a [Leave of Absence Request Form](#).

Birth mothers must also provide a doctor's note that includes the expected due date for the birth of their child. After completing the LOA Request Form, you must seek approval from your manager, and submit the form to the Benefits Department.

6. **How much notice do I need to give my manager before taking a maternity, paternity/adoption or parental leave?**

Give your manager as much notice as possible — at least 30 days before your leave starts.

7. Do I need to process my time card while out on paternity/adoption or parental leave to receive two weeks salary continuance?

Biological fathers (outside Quebec) and adoptive parents are eligible to receive two weeks salary continuance at the beginning of their paternity/adoption or parental leave. In order to receive two weeks salary continuance, code your hours for two weeks and use the Fringe Project #: 04001001, Task 20 Compassionate Leave and insert "Parental Leave Program" in the comment box.

During the two weeks salary continuance, your benefits deduction will continue. You will need to apply for EI beyond the two weeks salary continuance. (Quebec employees should already have applied for QPIP benefits at the start of their leave.)

8. Am I required to apply for Employment Insurance (EI) or QPIP (Quebec employees) to receive the AECOM top-up payments?

Yes, you are required to apply for EI or QPIP (Quebec employees) to receive the AECOM top-up payments for maternity or parental leave and for paternity leave (Quebec only). Please see the Government of Canada website for detailed information about applying for EI – [Employment Insurance Maternity and Parental Benefits](#) or the [Quebec Parental Insurance Plan \(QPIP\)](#) (Quebec employees).

9. When will my ROE be submitted to Service Canada?

Your ROE will be submitted to Service Canada when payroll processes the last day you worked. Please reference the payroll calendar to see which pay period includes your last day worked.

10. How do I obtain my Record of Employment (ROE)?

AECOM will submit a copy of your Record of Employment (ROE) electronically to Service Canada. Employees can access their ROE at [Service Canada](#).

11. How will I receive my maternity, paternity/adoption or parental leave top-up payments?

In order to receive top-up payments, you are required to enrol for maternity/parental leave benefits (EI or QPIP for Quebec employees) and for paternity leave benefits (Quebec employees) through the Government of Canada.

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 (even if the first week was the waiting period with zero benefits received) to LOA@aecom.com. Quebec employees must provide one QPIP statement showing gross amount received to [Katy Veilleux](#) 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. Your payment will be made according to the regular payroll schedule.

12. Why does AECOM require EI statements?

One of the parents must serve a one-week unpaid waiting period for the leave before EI benefits are paid. AECOM offers top-up payments for the waiting period.

If your partner has served the one-week waiting period, you will not be required to serve it. AECOM requires two statements to confirm when the payments started and the amounts of these payments. Quebec Employees only need to provide one QPIP statement.

13. How much pay will I receive during the maternity, paternity/adoption or parental leave?

You will receive a top up of your EI/QPIP AECOM benefits up to 100% of your pre-leave base pay for the allowable period of your maternity and parental leave (and paternity leave in Quebec). If you go on paternity leave (except in Quebec) or on adoption leave, you will be eligible to receive 100% of base pay for the first two weeks of leave. Quebec employees taking paternity leave will receive up to 5 weeks QPIP top up.

14. I am a part-time regular employee. Will the duration of the maternity, paternity/adoption or parental leave be prorated?

No, if you are a benefits-eligible part-time employee, you are eligible for the maximum duration of leave under AECOM's Parental Leave Program, as outlined above, up to the base pay of your regularly scheduled work hours.

15. As a part-time regular employee, will my pay be prorated?

No, as a benefits-eligible part-time employee, you will receive 100% of your regular pay. For example, if you're scheduled 24 hours per week, you will receive 24 hours of maternity leave top up for up to 15 weeks.

16. Do my benefits continue while I am out on maternity, paternity/adoption or parental leave?

While on maternity, paternity/adoption or parental leave, core health benefits (medical, dental and disability plans) and optional benefits will continue if you pay your portion of the benefit premiums. You may also opt out of your core health benefits, optional benefits and retirement contributions while on leave. If you choose to opt out of optional benefits, you may be required to provide evidence of insurability when you apply for the optional benefits upon your return to work. Please note that the 2% base contribution to the Defined Contribution Pension Plan (DCPP) will continue while you are on maternity, paternity/adoption or parental leave. Any voluntary contributions that you make while on leave will be matched by AECOM at 50% up to a maximum of 2% your base annual earnings.

17. How do I pay for my benefits while I am on leave?

The AECOM Benefits Service Centre will mail information within 10–15 days of your leave start date 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.

18. If my spouse and I both work at AECOM, are we both eligible for the leave?

Yes, both of you would be entitled to AECOM's paid parental leave, but you must follow EI and statutory rules such that the two parents must share these 35 weeks of benefits. For example, if a father receives seven weeks of parental payments then the mother must forfeit that time.

19. Do I receive additional time off for multiple births?

No, employees will not receive additional time off for multiple births under AECOM's Parental Leave Program.

20. How long do I have to use the leave benefits after my new child event?

The length of all maternity, paternity/adoption or parental leave is legislated by province. Please refer to the applicable employment standards website for more information about the leave benefits legislated in your province. Additionally, you should refer to the EI/QPIP regulations concerning the payment of benefits.

21. What steps do I need to take to return to work?

If you are an employee who works outside of Quebec, you should confirm your return-to-work date with LOA@aecom.com. If you are an employee who works in Quebec, you should confirm your return-to-work date with [Katy Veilleux](mailto:Katy.Veilleux@aecom.com). Please provide notice at least one week prior to your expected return-to-work date so that AECOM can ensure your access and accounts are reinstated by IT and Payroll.

22. What if I can't return to work on the date my leave is expected to end?

If you can't return to work on schedule, you should notify your manager at least 30 days prior to your expected return-to-work date. You may need to take either vacation or a personal leave of absence to extend your leave. If you want to change your hours or work schedule upon return, you need to discuss and agree on this with your manager and Human Resources representative. If you become disabled during the leave, and you continued to contribute towards your disability benefits, you may be eligible for STD and LTD benefits. The waiting period could start on your scheduled return-to-work date.

23. Is there a limit to the number of times I can take the paid maternity, paternity/adoption or parental leave?

There is no limit on the number of times you can take paid maternity, paternity/adoption or parental leave during the duration of your career at AECOM.

24. If I use up my leave benefits, can I stay off work by using my accrued vacation time?

You may use your vacation if it is approved by your manager.

If you are an employee who works outside of Quebec, you should confirm your return-to-work date with LOA@aecom.com. If you are an employee who works in Quebec, you should confirm your return-to-work date with [Katy Veilleux](#). This is so AECOM can ensure your Workday access is reinstated. After your Workday profile is active, you may submit your vacation requests to your manager in Workday and your timesheets in Oracle. You may use your vacation if it is approved by your manager.

25. In order to receive the AECOM top-up payments and salary continuance, do I have to take my leave benefits consecutively?

Leave benefits may be taken based on provincial legislation. However, the AECOM top-up payments will only be applied to the portion of the leave that is taken consecutively. To receive salary continuance, leave must be taken consecutively. The salary continuance (AECOM Paternity/Adoption Leave) must be taken first.

26. Am I eligible to accrue vacation while I am out on maternity, paternity/adoption or parental leave?

Vacation accrual will continue during maternity, paternity/adoption or parental leave.

27. How do I add my child to my benefits?

You can add your child to your benefits by contacting the AECOM Benefits Service Centre at 833.411.5520, Monday to Friday (8 a.m. to 8 p.m. Eastern Time) or by logging on to AECOMBenefitsOnline.com. During the year, you may change some of your benefit choices if you experience a qualifying life event such as the birth or adoption of a child. This must be done within 31 days of the event.