
How Maternity Leave Affects Other Benefits / Plans / Programs - Canada

This section includes information on:

- [Benefits - Updating your profile](#)
- [Benefits - Health and Dental](#)
- [Benefits - Life Insurance](#)
- [Employment Insurance \(EI\) Benefits](#)
- [Group Disability Income Plan](#)
- [Service Date](#)
- [Seniority Date](#)
- [Pension](#)
- [Travel Privileges](#)
- [Promotion Bulletins / Training Opportunities](#)
- [Disciplinary Letters](#)
- [Employee Share Ownership Program \(ESOP\)](#)
- [Air Canada Parking Permit](#)
- [Personal Insurance](#)
- [Changes to Your Personal Information](#)
- [Direct Deposit](#)

Benefits - Updating your profile

If you experience a life event such as a birth or adoption of a child, marriage, etc., which has an impact on your coverage status and/or the contributions you are making towards your group benefit plans, it is important that you update your dependent profile. This will allow Air Canada Group Benefits to adjust your record accordingly.

Life events must be reported within 30 days of the event if you wish to have the change recognized from the effective date of the event (i.e. birth, adoption, marriage). If you do not update your dependent profile within 30 days of the life event, your profile will be modified from the date the request is received.

To add/modify/change dependent profile:

- Access the Portal and click on HRConnex
- Once on the HR Connex Portal make sure you are on the HR home tab
- Under Benefits, select ClaimSecure Dependent Profile

- If you are adding a disabled child, elect "disabled". This will prompt ClaimSecure to send you a Disabled Dependent application. This form will need to be completed and returned to ClaimSecure for evaluation. It takes approximately 60 days to finalize your request.

Supporting documentation must be uploaded when requesting the addition of a dependent; this documentation includes copy of birth certificate, final adoption papers, marriage certificate or other similar document. If the documents are not in English or French, a translated version must be provided; it is the responsibility of the employee to provide the translated version.

A notification will be sent by Air Canada Group Benefits to your secure Air Canada email address upon receipt and completion of your request.

Benefits - Health and Dental

Coverage continues for the duration of your absence.

Benefits - Life Insurance

Basic Group Life Insurance (company paid)

Coverage continues for the duration of your absence.

Basic Group Life Excess (cost shared 50/50)

For employees who are required to pay a portion of their Basic Group Life coverage (where 50% of premium over a certain coverage amount is paid by the employee) you are required to continue paying your portion of the premium in order to maintain full coverage for the duration of the leave.

If you do not pre-pay your portion of the premiums during this period, in the event of death, coverage will be reduced accordingly.

Supplementary Life Insurance and Dependent Life Insurance (Voluntary)

Coverage may be continued by prepayment of 100% of premiums.

For employees who elect not pre-pay, coverage will be terminated. If you wish to reacquire this coverage upon your return to work, you will be required to re-apply and provide Evidence of Insurability (EOI).

Note: You are not able to maintain Dependent Life unless you also pre-pay Supplementary Life.

Voluntary Accidental Death and Dismemberment Insurance

Coverage may be continued by prepayment of 100% of premiums.

For employees who elect not pre-pay, coverage will be terminated. If you wish to reacquire this coverage upon your return to work, you will be required to re-apply.

Employment Insurance (EI) Benefits

Eligibility - While on your Leave, you will be eligible to apply for Employment Insurance Benefits.

Record of Employment (ROE) - Upon receipt of approval of your leave request, Human Resources will update your file and a notification will automatically be sent to Payrolls for them to issue a ROE. The ROE will be issued and submitted electronically directly to the Government (Service Canada) following the pay close date of the start of your leave. You may refer to Pay Schedules for more details . A paper copy will be mailed to your home address.

Within 30 days of the start of the leave, you should file a claim for EI. Failure to do so may impact your EI payments. You do not need to wait until the ROE is received by the Government before applying for EI.

Application - You may submit a claim for EI either online via their website or in person.

Group Disability Income Plan (GDIP)

To maintain your disability coverage during a Leave of Absence (LOA), you must pre-pay your premiums within 30 days of the commencement of the leave. Pre-payment consists of providing Canadian Benefits with monthly post-dated cheques in the amount of your regular monthly contribution for a period not to exceed 12 months. These cheques must be received by Canadian Benefits within 30 days of the commencement of your leave in order to continue GDIP coverage. If you do not pre-pay your premiums and you become ill during your LOA, you will not be eligible for Disability Benefits if you are unable to return to work due to illness or injury at the end of your LOA.

Contact the [Plan Administrator, Canadian Benefits](#) . If you choose to prepay GDIP premiums, forward personal cheques payable to the [Unifor Local 2002 Disability Trust Fund](#) .

Service Date

Company service date is not affected.

Seniority Date

Seniority is not affected.

Pension

If you are a member of the Defined Benefit (DB) Pension Plan, you do not contribute to the Plan during periods while you are off the payroll and do not accumulate allowable or qualifying service. You will be permitted to buy back as allowable and qualifying service the period while you were on this leave. This must be done by contacting [HR Connex Pension](#) option 2 within 90 days after returning to work.

If you are a member of the Hybrid Plan, you and Air Canada stop contributing during the leave of absence; however, for your Defined Benefit (DB) component, you do not accumulate allowable or qualifying service. You will be permitted to buy back as allowable and qualifying service the period while you were on this leave. This must be done by contacting [HR Connex Pension](#) option 2 within 90 days after returning to work. For your Defined Contribution (DC) component, you will have the opportunity to pay back the contributions upon your return. If you elect this option, Air Canada will then match your regular contributions to the DC component. This must be done by completing the application form [ACF850F](#) within 90 days after returning to work.

Travel Privileges

All employees on a company-approved leave and their eligible family members will retain their travel privileges throughout their leave. Travel Passes are subject to applicable service charges, taxes, and fees. For the duration of the leave, employees are not eligible for compassionate and business travel. All other travel privileges apply. For travel plan arrangements during their leave of absence, they must continue to access the Employee Travel Site (ETS) through the Portal.

Note: In order to add your child to your Travel profile, you must complete the Employee Profile and Travel Form - ACF85B and send it to [Human Resources](#) with a copy of the child's birth certificate. This form is also available on the Portal.

The annual allotment of these passes will be refreshed every January. Any unused passes cannot be carried over to the next calendar year.

Disciplinary Letters

Time served relating to disciplinary letters on file will be suspended for the duration of the leave and will resume upon return to work.

Employee Share Ownership Program (ESOP)

Participation in the ESOP is automatically suspended. The shares are left in the account but the payroll deductions will cease as soon as your leave starts. Upon return to active service, if you want to continue your participation in ESOP, **you will need to re-enroll during the enrollment period.** You will not be re-enrolled automatically. For more information, you can send refer to the [ESOP program](#) or send an e-mail to the [Compensation Department](#) .

Air Canada Parking Permit

Your parking privileges will be discontinued during your absence; therefore, you must return your parking permit to your Manager.

Personal Insurance

Coverage may be continued with premium payments made directly to [TW Insurance Services Ltd](#) . You must contact them to make the appropriate arrangements. Failure to make payments will result in loss of insurance coverage.

Changes to your Personal Information

During your leave, you can make any changes to your home address and phone number. Refer to the Change of Personal Information and Status Policy for more details.

Direct Deposit

If your leave exceeds 18 months, by default your Direct Deposit account will be deactivated. You are required to advise [Human Resources](#) prior to your return to work if your bank account remains the same. If your bank account changed, you will need to complete and submit the ACF91-3.

If you need additional information, contact [Human Resources](#) .

More Maternity Leave Information:

[Direct Deposit Form - ACF91-3](#)

[Pension Pay Back Application Form - ACF850F \(For the DC Component of the members in the Hybrid Plan only\)](#)

[Employee Profile and Travel Form - ACF85B](#)

[Maternity Leave Overview - Canada](#)