



# Parental Leave Fund Application

Please sign and date this form, and send, along with any attachments to:  
**admin@cupe2278.ca**

Last Name

First Name

Social Insurance Number

Email Address

Phone Number

Home Address

City

Postal Code

Department

Start Date

End Date

**Most Recent Appointment**

Date you were  
taken off payroll

Length in Weeks of  
Planned Leave

**Checklist:** please ensure that you have included the following with your application

A recent UBC paystub

Documentation of your reason for taking leave

**Declaration:** I, the undersigned, confirm that:

I am a current Component 1 Member of CUPE 2278 (held an appointment as a TA, GAA, or EI within the last 12 months)

I am, or will be at the time of receiving financial support, on leave due to the recent or upcoming birth (including surrogacy), adoption of a child, or miscarriage

I require financial support related to the recent or upcoming birth (including surrogacy), adoption of a child, or miscarriage

I am not eligible to receive maternity/parental benefits under Employment Insurance (EI)

Sign Here

Date

# Policy #3: Parental Leave Fund

## Purpose

This policy governs distribution of the funds provided for under Article B 6.05 of the Collective Agreement with UBC. The purpose of the Fund is to provide financial support to members of Component 1 who are unable to work due to the recent or upcoming birth or adoption of a child (including surrogacy), or miscarriage, and who are ineligible for Employment Insurance benefits under the maternity and parental leave provisions. The intent is to offset the loss of pay associated with unpaid leave.

## Eligibility

To be eligible for support from the Parental Leave Fund a member must meet the eligibility conditions below:

- the member is a Component 1 member of CUPE 2278;
- the member is, or will be at the time of receiving financial support, on leave without pay, due to the recent or upcoming birth or adoption of a child (including surrogacy), or miscarriage;
- the member requires financial support related to the recent or upcoming birth or adoption of a child (including surrogacy), or miscarriage;
- the member is not eligible to receive maternity/parental benefits under Employment Insurance (EI).

Members are only eligible for financial support from the Parental Leave Fund for as long as they continue to meet all of these eligibility requirements. If a member ceases to meet any of these requirements, for whatever reason, then their eligibility for the Fund ceases immediately.

## Level of support

Members who will be returning to work after 8 weeks, as per UBC's Graduate Student Parental Accommodation Policy, will be eligible for **8 weeks of full-time GTA I pay**. Members who are taking a full term away from work will be eligible for **16 weeks of full-time GTA I pay**.

Since we cannot predict how many applications the Fund will receive, there is no guarantee that an eligible member will receive support from the Fund. In cases of limited funds, applicants who have not previously received money from this Fund will be prioritized.

## Administration

Members wishing to receive support from the Fund must submit a completed application form and the necessary supporting documentation. Application forms will be made available on the union's website, or by contacting the union's Administrator. Completed forms must be set to the union's Administrator by email ([admin@cupe2278.ca](mailto:admin@cupe2278.ca)).

The Fund is administered by CUPE 2278, specifically the Component 1 Fund Administration Committee (C1 FAC). The C1 FAC shall meet as needed to administer the Fund and ensure members receive timely decisions.

## Appeals

Any member who submits a complete application for assistance from the Fund and is dissatisfied with the decision made about their application is entitled to appeal. This applies to members who are denied benefits under this Fund, and those who wish to dispute the level of benefit received.

Appeals will be heard by the C1 FAC. If a member wishes to make a further appeal of the decision of the C1 FAC, they may present an appeal to the Component 1 Leadership Committee.