



YOUR CAF MATERNITY AND PARENTAL LEAVE ROADMAP

Stops along the way to becoming a parent

12 weeks

before your maternity or parental leave without pay

Prepare for maternity or parental leave without pay.



1. Read up on your Maternity or Parental Leave for CAF members.

2. Understand your eligibility and benefits through Employment Insurance (EI) or Quebec Parental Insurance Plan (QPIP).

6 weeks

before your maternity or parental leave without pay

Submit your leave request.



1. Complete the following forms:
• Application Form - Maternity/Parental Leave and Allowances (DND 2268); and
• CF Leave Request/Authorization (CF 100).

2. Your Orderly Room (OR) will process DND 2268 and CF 100 forms.

3. Understand the allowances available to you under CBI 205.461.

4. Contact your OR and Pension Centre prior to taking leave to better understand your benefits.

5. Liaise with your OR to ensure your contact information is updated, including providing your personal email address in case CAF/DND needs to contact you while you are on leave.

6. Review with Chain of Command (CoC) whether your position will be backfilled. If backfilling is desired by the CoC, ensure your replacement is ready to assume your duties in your absence.



After becoming a parent



1. As early as your last full day of pay, you will need to apply for EI/ QPIP maternity or parental benefits. Note: the Record of Employment (ROE) will be issued electronically by the OR **within 5 calendar days** after the end of the pay period when your earnings interruption occurs.

2. Submit your EI/ QPIP statement to your OR immediately upon receipt.

3. Contact your OR, Pension Centre, Public Service Health Care Plan and Public Service Dental Care Plan to add your new dependent to ensure you have the correct pay, benefits, and insurance coverage for you and your family.



Return to work



Enjoy your maternity or parental leave.

4. Complete unit in-clearance.



3. If any personal information has changed while on leave, update the information with your OR and Annual Personnel Readiness Verification (APRV) forms.

2. Review CBI 205.461 (6) (Undertaking to Serve) to familiarize yourself with the undertaking to serve requirements.

1. At least 6 weeks before return-to-work date, confirm with your OR your return-to-work date and if you have submitted all required documentation to avoid any pay delays.