



Maternity and/or Parental Leave – Effect on Benefits

Review applicable sections below for general information on how enrolled benefits may be impacted while on Maternity and or Parental Leave. Identify which optional and compulsory benefit plans you are currently enrolled HRIS by using the navigator: HRIS > Self Service > Benefits > Benefits Summary.

Medical, Public Service Health Care Plan (PSHCP): **UNW, Excluded, NWTTA**

Current coverage continues during your period of approved leave. Employees pay the employee share of premiums during Maternity Leave; and or during Parental Leave. Employee premiums only apply to those enrolled in Hospital Provision Level 2 or 3, not Level 1.

Premiums will be deducted from Maternity and or Parental Leave allowances, if applicable. If taking leave without allowance, premiums for this period will be recovered after your return to work. Amounts can be found on your pay advice in HRIS Self-Service.

If you wish to cancel your PSHCP coverage during this period of leave, you may do so by submitting notice/request to BenefitsTEBS@gov.nt.ca.

- If notice is provided, coverage will be cancelled at the end of the month following the month in which the notice is received by our office. Retroactive cancellations cannot be authorized.
- Upon receipt of notice, we will send you an email to confirm deduction and coverage end date.
- If you cancel your PSHCP coverage,
 - You must wait until you return to work to reapply.
 - Coverage will be effective the first day of the fourth month following the date our department receives your application.
 - New [PSHCP Applications](#) must be submitted to HRHelpDesk@gov.nt.ca.

SRM

This employer paid benefit will continue during your leave.

Dental Coverage (Green Shield):

While on approved leave, your enrolled coverage will continue per your Terms of Employment.

Pension and Supplementary Death Benefit (SDB):

Contact the Pension Centre at 1-800-561-7930 to ensure you are provided with information related to the payment of the pension contributions required for your period of leave. We recommend that you contact their offices before commencing a period of leave and upon return from leave. Your Personal Record Identifier (PRI) is found in HRIS Self-Service > Leave Details.

Pension contributions and SDB premiums will not be deducted from any payable allowances while on a leave of absence.

Elective Service:

If applicable, payments for elections (buy backs) of previous service will continue to be deducted from any earnings while on your leave of absence.



For payments due during any periods of leave without allowance, you must make payment(s) directly to the Public Service Pension Centre. Contact the Public Service Pension Centre at 1-800-561-7930 to arrange for direct payment(s).

Disability Insurance (DI) or Long-Term Disability (LTD):

UNW, Excluded, NWTTA:

Current coverage continues during your period of approved leave. Employees pay the employee share of premiums during Maternity Leave; and or during Parental Leave when taken within 52 weeks of the child's birth or child's adoption. Employees pay the full premium (both the employer's and employee's share) during Parental leave taken after 52 weeks of the child's birth or child's adoption.

Premiums will be deducted from Maternity and or Parental Leave allowances, if applicable. If taking leave without allowance, premiums for this period will be recovered after your return to work. Amounts can be found on your pay advice in HRIS Self-Service.

SRM:

This employer paid benefit will continue during your leave.

Public Service Management Insurance Plan (PSMIP), lines of insurance include Life, Supplemental Life, AD and D and Dependent Life

UNW, Excluded, NWTTA:

Premiums must be paid in advance directly to the insurer to maintain coverage. A letter will be issued prior to your leave without pay commencing to confirm premium amounts due and to provide next steps. Letter will be sent to the personal email address entered on HRIS.

SRM:

Your employer paid Basic Life Insurance, Accidental Life /Dismemberment Insurance and Dependents Insurance coverage continues automatically during your period of leave.

Premiums must be paid in advance directly to the insurer to maintain your Supplementary Life coverage. A letter will be issued prior to your leave without pay commencing to confirm premium amounts due and to provide next steps. Letter will be sent to the personal email address entered on HRIS.

Additional Information for Review

Mandatory Leave:

Your entitlement may be impacted by your leave period of leave. Refer to your Terms of Employment for full details.



Medical Travel Assistance (MTA):

While on your approved leave, coverage continues per your Terms of Employment. Medical travel inquiries should be directed to HRHelpdesk@gov.nt.ca.

16% Relief Bank:

16% is not earned on Allowances. Any balance remaining at fiscal year end will be paid out on the last pay of May. Relief Bank inquiries should be directed to HRHelpdesk@gov.nt.ca.

Leave Credits:

While on approved leave, you will not accumulate leave credits.

Northern Allowance:

While on approved leave, your Northern Allowance will cease.

Salary Increment

UNW, Excluded, NWTTA Only:

If applicable, a salary increment date will be reviewed according to your Terms of Employment.

HRIS Self-Service:

You will maintain access to HRIS will on leave.

It is your responsibility to update your contact information (personal phone number, personal email address, etc.) in HRIS Self-Service prior to beginning leave. You may find your benefit numbers, benefit plans and dependent information in Self-Service.

It is your responsibility to monitor your pay advice and bring any discrepancies to our attention by contacting the HR Help desk at 1-866-475-8162 or HRHelpDesk@gov.nt.ca

Things to do after the birth of your child

Pension Centre

Send a copy of your child's birth certificate to the Government of Canada Pension Centre. Please be sure to include your PRI (Personal Record Identifier) when submitting documents. You may find your PRI number in HRIS Self Service > Leave Details. More details can be found on our website at <https://my.hr.gov.nt.ca/employee-services/benefits/public-service-pension-plan>.

Benefits

To initiate the addition of a dependent, email your child's birth certificate to address below. To avoid delays in coverage, your request should be submitted within 60 days of birth or adoption.

Email: HRHelpDesk@gov.nt.ca

Bear Net

Birth announcements for Bear Net can be emailed to BearNET@gov.nt.ca.