

# Who to Inform Before/After Leave?

## WHO TO CONTACT IN PREPARATION FOR TAKING MATERNITY/PARENTAL LEAVE:

This section includes information on:

- CMPA
- CPSBC
- UBC PGME
- Divisions of Family Practice
- Program
- Payroll/Employee Records and Benefits
- Dental, Extended Health, Group Life, Accidental Death and Dismemberment Insurance
- Doctors of BC
- CFPC

## CMPA

As per current collective agreement (2019 -2022) the Ministry of Health will provide additional funding to help support the costs of resident CMPA coverage. The Ministry of Health will reimburse category 12 and category 14 CMPA fees via your monthly payroll (see as a separate line on your paystub) \*RDocBC recommended you choose the 'monthly billing' option when you renew your CMPA.

**GOING ON LEAVE:** if you will be on any leave for > 2 months you need to notify CMPA so they can pause your membership (including fees) until you return.

**RETURNING TO PRACTICE:** contact CMPA to let them know to restart your membership and fees. If you have been on any leave for > 12 months you need to "reactivate" your account online which involves completing a new application (your member # stays the same for life). Giving them as much notice as possible is best, but usually can be done quickly in a day or so (if you need to reactivate it can take 5-10 business days).

To view if CMPA is aware of your start date, once you login on their website, hover over the tab on the top right "My Membership" then click "Member Self-Service" and scroll down to "Membership Documents." Open "Statement of Protection," and the generated document will show the date that CMPA coverage will be starting.

**CMPA contact:** Either on the website member portal or by phone (1-800-267-6522)

**Note:** fees are paid/halted in 1-month increments (ex. if you are returning halfway through a month you still would be charged the whole month)

## CPSBC:

**GOING ON LEAVE:** contact CPSBC to inform them you are going on leave. Your account will then be made "no longer active" on the website and your information will not appear on the website until your return as there is no formal "parental leave" status for learners. You do NOT need to fill out any forms or submit anything in writing, as per the website as that is only for fully licensed physicians. The \$150 annual educational license fee is paid/renewed for all or part of the year, and you will still be required to pay that fee unless your leave falls exactly on the academic year (July 1 – June 30) or is more than one year. If you do not have to renew your license while on leave because it lines up exactly with those dates, you will receive a reminder email to renew your license in May.

**RETURNING TO PRACTICE:** Contact the UBC PGME office (or check if your Program will be advising the UBC PGME by submitting your return date into RMS) at least 2-4 weeks prior to returning. They will then inform CPSBC of your return date so your license can be reactivated and if necessary, your account would be made available to allow fees and questionnaires to be completed.

**CPSBC contact:** [postgrad@cpsbc.ca](mailto:postgrad@cpsbc.ca)

**Note:** on the website, the annual license renewal fee of \$1,715 is only for fully licensed physicians. As residents, it is only \$150 for an annual educational license fee

## UBC PGME:

**GOING ON LEAVE/ RETURNING TO PRACTICE:** Program coordinator will notify PGME of your leave by entering your leave start and end date into RMS. UBC PGME then communicates this information to Employee Records and Benefits and Payroll so they can adjust their records. UBC PGME recommends at least 30 days notice prior to a leave, so make sure your program coordinator has enough time before you plan to take leave. If any changes to the leave duration need to be made, your program coordinator can do so via RMS. The UBC registration fee DOES need to be paid every academic year regardless of if you are on leave or not, to keep you considered "active," as residents are required to be registered with UBC for the duration of their training.

\*Note: the annual fee is a "registration" fee opposed to a "tuition" fee and is set by the University Board of Governors

**PGME contact:** [postgrad@postgrad.med.ubc.ca](mailto:postgrad@postgrad.med.ubc.ca)

**Note:** For more information go to policy and procedures and look under "Program Leave, Accommodations, and Absence"

<https://postgrad.med.ubc.ca/current-trainees/policies-procedures/>

*All information included in this section has been obtained directly from the organizations' website or by direct contact with a representative by e-mail or telephone. We understand unique situations may arise where those questions are not answered here. In those cases, feel free to contact the organization or further discuss with your Program Coordinator.*

### **Divisions of Family Practice:**

**GOING ON LEAVE:** There is no requirement to inform the Divisions Central Office prior to taking leave, however it would just be a courtesy. Specifically, from the Vancouver Division they have asked if you are going on leave to let them know (could even be up to a day before you go on leave). You may want to check with the specific Division you are a part of to see if they have separate guidelines. During your leave you will likely be kept on the list for distribution and mailouts.

**RETURNING TO PRACTICE:** Same as above. There is no requirement to inform the Central Office and if you did it would just be a courtesy. The Vancouver Division specifically has asked for residents to inform them 1 month before returning to practice so they can update information. You may want to check with the specific Division you are a part of to see if they have separate guidelines.

**Divisions of Family Practice contact:** [divisions@doctorsofbc.ca](mailto:divisions@doctorsofbc.ca)

**Note:** You should be gaining UpToDate access through the Student & Resident site of the Divisions of Family Practice. You may want to communicate your new anticipated graduation date to the Central Divisions Office so they can update your record so you can still have access.

### **Residency Program:**

**GOING ON LEAVE:** Inform your program you are pregnant or planning to take leave (4 weeks notification is required for natural fathers). This will allow them to notify the UBC PGME so that your records can be adjusted (such as anticipated dates of leave and your new anticipated graduation date) as well as inform Payroll so your Record of Employment (ROE) can be generated to apply for EI. You should also notify the program WHEN the actual due date of the baby is and once you deliver so they can officially start your maternity leave and notify the appropriate people. \*Some residents take "medical leave" prior to the birth of their baby and will not be transitioned to being on "maternity leave" until the day the baby is born. Medical leave is considered paid leave or pay from LTD insurance, once on maternity leave the resident will be on unpaid leave and only receive payment from EI and EI top up (see EI/Payment under the "During Leave" section)

**RETURNING TO PRACTICE:** Notify your program with appropriate notice when you anticipate returning to practice so schedules can be arranged, and they can let the appropriate people/organizations know that you are returning.

### **Payroll/Employee Records and Benefits:**

**GOING ON LEAVE:** You do not need to contact them directly as they will be notified by UBC PGME. They will update your record, payroll will submit your ROE (record of employment) directly to EI on your behalf, and an information package will be sent to you in the mail once you go on leave to complete and send back. The package includes a "Maternity/Parental/Adoption Leave Reference Guide," options to continue dental, extended health benefits, life and accidental death and dismemberment insurance, an MSP baby enrolment form, and a form to add your new baby onto your extended health plan.

**Employee Records & Benefits contact:** [EmployeeRBSupport@phsa.ca](mailto:EmployeeRBSupport@phsa.ca); [payrollvch@hssbc.ca](mailto:payrollvch@hssbc.ca)

### **Dental, Extended Health, Group Life, Accidental Death and Dismemberment Insurance:**

**GOING ON LEAVE:** You will receive a package in the mail from Employee Records and Benefits once you start leave. This will include a form to fill out and complete that asks if you would like to continue the coverage or not while on leave. If you elect to continue coverage, this will allow you to be covered for 12 months and is subject to a monthly premium (10% of the monthly contributions that your employer pays). This premium is typically around \$26-28 a month and is subject to change.

**RETURNING TO PRACTICE:** You should no longer have to pay the MSP self paid benefit premium once you are off leave and return to residency training. Make sure on your bank statements that payroll has stopped charging you. If not, let payroll know and they will reimburse you for the excess payments.

**Employee Records & Benefits contact:** [EmployeeRBSupport@phsa.ca](mailto:EmployeeRBSupport@phsa.ca); [payrollvch@hssbc.ca](mailto:payrollvch@hssbc.ca)

### **Doctors of BC:**

**ONCE ON LEAVE:** For those that are members, please inform Doctors of BC (both Membership and Insurance) what your new expected graduation date is since that is impacted by taking leave. This will allow the membership department to update your end date in their system, which will keep you in the correct membership class, and it will allow the insurance department to make any changes as needed. Your disability and life insurance are still active while on leave as you are only temporarily stopping and still meet the eligibility for coverage.

**RETURNING TO PRACTICE:** if you haven't let Doctors of BC know your new graduation date before leave, it is acceptable to let them know after you have returned.

**Doctors of BC contact:** Membership - [benefits@doctorsofbc.ca](mailto:benefits@doctorsofbc.ca), and Insurance - [insurance@doctorsofbc.ca](mailto:insurance@doctorsofbc.ca)

**CFPC:**

**GOING ON LEAVE/RETURNING TO PRACTICE:** You do NOT need to inform CFPC about your leave just your site coordinator who will let the appropriate departments know (UBC PGME/Department of Family Practice) on the resident management system (RMS). The CFPC will be notified by them via a document of proof of your new anticipated graduation date. Membership is renewed annually automatically by UBC every year on July 1<sup>st</sup>.

Membership fees - PGY1 complimentary, PGY2 \$102 and PGY3 \$102.

You CAN NOT have your membership fee put on pause/hold during your leave however, the annual fee is based on “resident year” so if someone is in R2 for more than 12 months they are only charged once for that R2 year. Starting in R3, membership fees are charged annually. You will receive a reminder e-mail from the CFPC when it is time to renew and pay your membership fee.

Exception: if a resident does NOT have an anticipated graduation date or return date from leave and cannot provide a document of proof from the residency program, then they can choose to discontinue their membership. Once the resident decides to return to residency, they can provide a document of proof of their new anticipated graduation date and reinstate their membership (however there is an administration charge of \$50 for membership reinstatement).

To find the document of proof of your new estimated completion date (ECD) aka graduation date:

1. Can look on RMS once the leave has been submitted
2. Can check with site coordinator who can determine the ECD manually

**CFPC contact:** Member Care Center or e-mail [membership@cfpc.ca](mailto:membership@cfpc.ca)

**Note:** you receive UpToDate subscription with CFPC.