Memo

To: CPM Listserv

From: Wendy Castanha, Manager of the Budgets and Planning Office

Date: March 17, 2010

Subject: Maternity Leave Allocation Process

The purpose of this memo is to introduce the new Maternity Leave Allocation Process, which will aid university administrators to determine the funding associated with Maternity Leaves and salary replacement costs.

A unit receives a Maternity Leave Allocation when the cost of the replacement hire(s) is greater than the cost of the person on maternity leave. This allocation is funded by Central, as a one-time only (OTO) payment.

Prior to Fiscal 2009/10, this allocation had been calculated, prepared and allocated to your area on behalf of Finance. The new Maternity Leave Allocation Process would allow you to:

- Determine whether your unit receives this allocation as soon as the maternity leave is completed and the individual returns to work.
- Calculate the amount of the allocation that would be funded by Central
- Submit the completed general journal entry form to Finance on a timely basis
- Use this information for better forecasting and planning of your area

A Maternity Leave Allocation Template has been developed by the Budgets and Planning Office to aid you in this process. This template along with the documentation explaining the process and the template are attached and will be available in the Finance website under Documents and Guidelines/Budget Set-up and Maintenance. Workshops will be conducted on the following dates to describe the Maternity Leave Allocation process and the template in more detail:

Wednesday, March 24  1:00 - 2:30 PM or 2:30 - 4:00 PM
Tuesday, April 6     1:00 - 2:30 PM or 2:30 - 4:00 PM
Friday, April 9     9:00 - 10:30 AM or 10:30 - 12:00 PM
Wednesday, April 21 1:00 - 2:30 PM or 2:30 - 4:00 PM
Friday, April 23    9:00 AM - 10:30 AM

If you have any questions, or to enroll in one of the workshops, please contact Vicki Abaca at ext 22014 or email abacav@yorku.ca.