

## **Parental Leave Program Administration Policy**

AMA Parental Leave Program is funded by Alberta Health.

The program is available to physicians who are not practicing as a result of the birth or adoption of a newly adopted child or children.

### Eligibility requirements

As a physician parent you are eligible if on your leave start date, you:

- Are a regulated member of the College of Physicians and Surgeons of Alberta, who holds a practice permit issued under the Alberta Care Health Professions Act (excluding physicians on the postgraduate register unless the postgraduate trainee is registered as a Physician extender).
- Are a full member of the AMA or a non-member who has paid an administration fee equal to full membership.
- Had within the 12 months immediately prior to taking parental leave, provided insured medical services whether paid by Alberta Health, Alberta Health Services, or any other party; or had provided public health services funded by AHS. Insured medical services includes clinical services provided through an alternate relationship plan or the academic medicine health services program.

### Benefits

The program provides \$1,074 per week for 17 consecutive weeks' leave to eligible physicians.

Once an application form is completed and eligibility is confirmed, payments will start on the date designated and continue for up to 17 consecutive weeks (for the weeks the physician is not practicing). Please note eligible weeks do not need to be consecutive within the 17 week period.

Program funding may begin:

- Up to 12 weeks before the expected delivery date or date of adoption placement, or
- Up to 18 weeks after delivery or adoption placement date

If both parents are eligible, payments may be made for leaves taken concurrently or consecutively.

### Applications and procedures

Application forms are available online or from the AMA at the contact information below.

- Each eligible physician parent must complete an application form.
- Applications must be submitted within 18 weeks of delivery or adoption placement date.
- Physicians must contact the AMA to notify us of the birth or placement date of their child.
- Physicians must advise the AMA in writing of the date they return to work or of any periods of time during the leave in which they provide insured medical services. Any payment received from the Parental Leave Program while practicing or otherwise ineligible must be returned to the AMA.

- Physicians should notify the Canadian Medical Protective Association of changes to their practice while on the Parental Leave Program and return any funds to the AMA if needed.
- Physicians who have received a payment through the PLP Program are not entitled to receive a duplicate or comparable payment, or payment in kind, from the Government of Canada, another provincial government, or AHS during the Term corresponding to the same matter. Physicians who have received a payment from the Government of Canada, another provincial government, or AHS are not entitled to receive a duplicate or comparable payment from the PLP Program corresponding to the same matter.
- AMA may randomly select your claim for audit. Confirmation of birth will be required otherwise you would owe back funds already reimbursed.

#### Income tax implications

Payments will be made to physicians personally. A T4A will be issued at the end of the calendar year.

Payment history report can be located on your AMA Dashboard under Parental Leave.

#### Payments

Payments will be made every week by direct deposit to the physician's personal bank account.

#### Contact us

If you have questions, please contact:

Deanna Longmuir

Membership and Benefits Administrator

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