**OPTION FOR ADVANCE PAYMENT OF ESTIMATED AMOUNT**

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| **Employee’s name** | **PRI** | **Paylist** |
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The purpose of this document is to inform you of a procedure whereby you may have your first three (equal to six weeks) maternity/parental allowance payments estimated and advanced to you. Payments cannot be advanced beyond the first three payments.

Once you have submitted your EI or QPIP payment stubs indicating your eligibility and amount of EI or QPIP maternity/parental/paternity/adoption benefits, your estimated advance payments will be reconciled with what payments should have been. Should there be an underpayment or an overpayment, your next top-up payment will be adjusted accordingly.

Upon your return to duty, in accordance with the details of your signed agreement/undertaking, you must ensure that you have provided all payment stubs covering the period for which the allowances were paid.

Failure to submit the payment stubs will results in the calculation of an overpayment and be treated as a debt to the crown and recovered from first available funds.

* I have read the above and wish to take advantage of the estimated advance payments

OR
* I have read the above and do not wish to take advantage of the estimated advance payments

|  |  |
| --- | --- |
| Employee’s signature | Date |