



CHECKLIST FOR PREGNANCY/PARENTAL LEAVES

- ✓ Review your local collective agreement language regarding a Supplemental Employment Benefits (SEB) Plan (Article 31.05) and Pregnancy, Parental (Article 31), and Extended Leaves of Absence (Article 28).
- ✓ Contact your ETFO Local or the ETFO provincial office to discuss your options.
- ✓ Obtain a medical certificate stating the expected date of birth.
- ✓ Provide written notice to your school board. (Sample letter can be found under “Forms and Sample Letters” on the Local’s website).
- ✓ Review information re: health benefits, long term disability, and pension contributions.
- ✓ Obtain information from Service Canada regarding your application for benefits.
- ✓ Confirm that a copy of your Record of Employment (R.O.E.) from the school board has been sent to Service Canada.
- ✓ Complete your application for E.I. Benefits.
- ✓ Provide information about your E.I. claim to the school board in order for them to process the SEB top up.
- ✓ Add your child to your benefit plan.
- ✓ Remember to pay your OCT fee.
- ✓ Relax! You’ve taken care of all the paperwork!