

Pregnancy/Parental/Adoption Leave Checklist

Before the Arrival

- [] Determine when to start your leave. You may start your leave up to 17 weeks prior to the due date for pregnancy leave (If birth occurs before the due date that will become your start date.)
- [] See your doctor or midwife to obtain documentation that states your due date. If adopting, see your adoption agency and get documentation on when your child will be released into your care.
- [] Complete the Leave of Absence form, attaching the supporting documentation, and submit to the board through your school administration.
- [] Complete and return the paperwork that you receive back from the board.
- [] Make arrangements with the board regarding your option to cancel or continue your LTD coverage payments for the duration of your leave.
- [] Begin your application for EI Benefits. You can do this at www.servicecanada.gc.ca.
- [] Make a decision regarding the continuation of extended health, dental, and life insurance benefits and make arrangements with OTIP to continue or suspend benefits.
- [] Contact the OTPP (www.otpp.com – Member Sign-in) to determine if/how/when you can “buy back” your pension contributions for the duration of your leave.

After the Arrival

- [] Call the board HR Department to report your actual delivery/adoption date.
- [] Complete application for EI Benefits within 4 weeks of the birth/adoption of your child.
- [] Add your child to your extended health and dental benefits at www.otip.com within 31 days of their arrival.
- [] Submit the receipt from your first EI payment to the board’s HR Department to receive your Supplemental Employment Benefit (SEB). See Article L18.03 from the Collective Agreement for information on “top up”.
- [] Arrange with the Ontario College of Teachers to pay your annual fee if you are on leave over the month of January.
- [] Make a decision about extending your leave beyond the statutory period and request the leave (if taken). Note: Extended Parental Leave (EPL) is unpaid and teaching experience does not accumulate during EPL. See Article L18.01.2 from the Collective Agreement for information on EPL.