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**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!