



Pregnancy/Parental Leave Checklist

- Obtain from your doctor written confirmation of your pregnancy and your expected due date.
- Discuss leave and benefits with your CTA President or Vice Presidents.
- Send an email to the District advising them of your pregnancy. State the due date and the intended dates for the beginning of the leave. Attach the doctor's confirmation and log your leave on the PowerSchool Web Portal (see template).
- Review and apply for EI benefits: www.canada.ca/en/services/benefits/ei/ei-maternity-parental/eligibility.html
- Teacher Payroll will send your Record of Employment directly to Service Canada. Keep both Teacher Payroll and EI informed of your child's birthdate.
- Ensure that your Health Benefits are covered with Teacher Payroll.
- After your child's birth ask Teacher Payroll to place your child on your Health Benefits.

