

# TEN STEPS TO HELP APPLY FOR MATERNITY/PATERNAL LEAVE

Follow the steps below, in order, when applying for maternity leave.

- **STEP 1:**  
**Decide on your leave date** - best to start on a Monday due to the way E.I. is paid.
- **STEP 2:**  
**Meet with your principal and inform her/him of your leave** - usually fill out leave form together - form is called "Request for Leave" - not less than two weeks (preferably four weeks) before your leave - principal can send form to Board office or you can send it yourself.
- **STEP 3:**  
**Write a letter to the Board.** - the letter should include: due date, date of leave, and request for calculations for the "top up" provision. See sample in this package.
- **STEP 4:**  
**Contact E.I.** - ask what documentation is needed to make your application.
- **STEP 5:**  
**Contact OTIP** - contact OTIP and let them know that you'll be on leave and whether or not you want to continue benefits. You can set up a payment plan with them directly; you can pay either in one lump sum or pay in monthly installments. You should then notify the Board that your benefits will be continued but that this is being done through OTIP.
- **STEP 6:**  
**Contact Pension/Benefits Coordinator at the Board office** - you need to inform her/him whether you wish to continue paying your pension while on leave. S/he will let you know the amount for each post-dated cheque if you decide to pay while on maternity leave. NB: Currently, the pension/benefits coordinator is Sandy Edwards.
- **STEP 7:**  
**Apply for E.I.** - as soon as your leave begins; apply either on-line or in person at your local Employment Insurance office. The Board will send your Record of Employment to the E.I. office electronically once you start your leave. In the event that you work right up to the end of June and the baby is due over the summer, complete the E.I. paperwork early in July even though the Board will likely not send your R.O.E. until late August.
- **STEP 8:**  
**Send letters from E.I. to Board office** - E.I. will send you a letter telling you when your two week wait period begins (if applicable). Send a copy of this letter to the Board office as soon as you receive it so they can calculate how much SEB you will receive. E.I. will also send you a Benefit Statement including the weekly wage rate you will receive; send a copy of this to the Board office as this is needed to calculate the Top-Up amount.
- **STEP 9:**  
**Send hospital records to the Board office** - as soon as possible after the baby is born, you **must** send the Board office a copy of your hospital document (Summary Record) showing the baby's date of birth. Attach a note to the document asking them to calculate your Top-Up amount for the six weeks following the baby's birth.
- **STEP 10:**  
**Add the baby to your benefits** - complete a benefits change form with OTIP adding the baby to your benefit plan, and send a copy to the Pension/Benefits Coordinator at the Board office. If your coverage is with another company through your spouse, you will need to contact that company to make the appropriate changes.
- Remember to keep copies of all paperwork and correspondence for your own files.
- Please call the OSSTF District 18 office at 519-843-4043 and ask for the Maternity Leave Liaison if you have any further questions.  
NB: Currently, the Maternity Leave Liaison is Clare Richards.

Good luck!