

Maternity Leave “to do” Checklist

- **Give your school board a written request** for maternity leave at least four months in advance of your expected delivery date. It is your option to access paid sick leave for a reasonable recovery period following delivery. If you are not sure how much time you want to take off, state the earliest date you would return in your letter and indicate that, if you decide to extend your leave, you will give the board reasonable notice. The letter should be addressed to the Assistant Director (Human Resources) and copied to your school principal. See sample letter attached.
- **Once you have had your baby,** see your doctor and request a medical note putting you off work for recovery from childbirth (normally six weeks is recommended). Submit the note to your school board and send a copy to your principal.
- **When you are nearing the end of your recovery period** (sick leave), or right after the birth if you are not accessing post delivery sick leave, contact your school board to request your Record of Employment, which you will need for filing an EI claim.
- **Submit your application for EI benefits.** If applicable, make sure to indicate that you have just finished a period of sick leave and want to have the last two weeks of this counted as your EI waiting period.
- **Contact Johnson Incorporated** to arrange for continued payment of your group insurance premiums and switch to family coverage, if necessary, within 30 days of the birth. Telephone – 737-1639/1559 or 1-800-563-1528.
- **Contact the NLTA** to arrange for payment of your Association dues during your leave – 726-3223 or 1-800-563-3599.
- **Relax and enjoy time with your new baby.**
- **You have six months after your return to work** to contact the Department of Finance, Pensions Division, to make arrangements to buy back your period of leave for pensionable service. You can fax Pensions Divisions, providing your name, SIN and mailing address, at 729-6790.

(If at any time you need clarification, have other questions, etc., please do not hesitate to contact an Administrative Officer in the NLTA Benefits and Economic Services Division.)

Sample Letter

[Street Address]
[City], [Province]
[Postal Code]
[Date]

[Name]
Assistant Director of Education, Human Resources
[School District]
[Address]

Dear [Name]:

I am writing to request maternity leave as per Article 17 of the Provincial Collective Agreement/
Article 28 of the Labrador West Collective Agreement. My expected date of delivery is [Date], and I
am anticipating accessing paid sick leave, if necessary, for a period of time from my delivery date
until I am medically cleared to return to work. A medical note will be provided for this period.

From that point, I am requesting maternity leave, with an expected return to work on [Date].

Thank you and I look forward to your response.

Sincerely

[Name]
[School]

copy to: [School principal]