

Maternity/Parental Leave Checklist

What you need to do before starting your leave:

- Familiarize yourself with the newest relevant [BCTF Provincial 2022-2025 Collective Agreement](#) sections, as well as provisions that remained the same in our [Local 2022-2025 Agreement](#) Article G.22 and Article G.26
- Familiarize yourself with the [relevant Employment Standards Act Sections \(Part 6: Section 50 Maternity Leave, Section 51 Parental Leave\)](#)
- Familiarize yourself with [Government of Canada Employment Insurance Maternity/Parental leave pages](#)
- Understand employment practices for pension, benefits, twelve-month pay plan and District top-up pay
- Apply on-line for EI Maternity/Parental benefits at least a month before estimated birth date, or when you decide to start your leave; there is a waiting period of at least one week before benefits begin to be paid out. If you are beginning your Maternity Leave after being on a medical leave, make sure EI knows that you are doing so and understands your circumstances, to ensure a smooth transition.
- If medically necessary to go on leave earlier than planned, apply for District medical leave. If you are on a continuing contract, you can access sick days through the District, and then the BCTF Salary Indemnity Plan when sick days run out. If you do not have access to sick days or SIP, you can still apply for EI pregnancy medical leave if you meet eligibility rules. If you access SIP, you will have to pay your extended health co-pay yourself to SD19. Arrange payment with SD19 Payroll (void cheque, etc.) This kind of medical leave would end with the birth of your child and the commencement of Pregnancy/Maternity Leave. **Please contact the RTA office for advice and support with medical leave during pregnancy (rtapresident19@gmail.com or 250.814.9239).**
- Apply for pregnancy/maternity or parental leave from the district **in writing**, either by letter or email.

What you need to do while on Maternity/Parental leave:

- Apply for birth certificate and SIN
- Get Extended Health beneficiary form from the District to add your child to your benefits plan

- Arrange with Pensions BC and the District to pay back your pensionable service if you intend to do so
- Pay your Teacher Regulation Branch fees annually by May 31 for the period you are on leave through the District.

What you need to do to return to work:

- Contact your principal to confirm your return date and discuss your position and school procedures.
 - Contact District to confirm your return-to-work date.
 - Contact your school about getting required keys for your school/work site.
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