



Lambton Kent Elementary Teachers Federation Pregnancy Leave Checklist

- ✓ Review the Lambton Kent Elementary Teachers Federation (LKETFO) Collective Agreement articles 17 and 18. These two articles provide information in regard to Pregnancy and Extended Leaves , along with the Supplemental Employment Benefits Plan. (The CA can be found on line at www.lketfo.com or in your school Stewards binder)
- ✓ Contact your the LKETFO office (519-628-5414 or toll free 1-800-528-1936) to discuss any questions or concerns regard your leave.
- ✓ Obtain a medical certificate stating the expected date of birth and send it to the Human resources department at the school board.
- ✓ Provide written notice to the school board (Superintendent of Human Resources) a minimum of two weeks before the leave is to begin. (See the ETFO website for a sample letter at www.lketfo.com)
- ✓ Review information in regard to health benefits (Great West Life), LTD and pension contributions.
- ✓ Get information from Service Canada (1-888-534-2222 or www.servicecanada.gc.ca) about applying for your E.I. Benefits.
- ✓ Obtain a copy of your Record of Employment (ROE) from the School Board's Human Resources Department.
- ✓ Complete an application for E.I Benefits.
- ✓ Bring a copy of your E.I application to the Human Resources Department at the school board to receive your Supplemental Employment Benefits (Top up Article 17.04.3.2 and 17.04.3.3)
- ✓ Add your child to your benefit plan.

CONGRATULATIONS THE PAPER WORK IS ALL DONE!!!!!!!!!!

