



Checklist for Pregnancy & Parental Leaves

(revised September 2025)

Items to Consider	as a Daily OT	as a Long-Term OT
<input type="checkbox"/> Read the ETFO Guide to Pregnancy and Parental Leave.	This booklet provides a general guide to member rights and responsibilities when considering a pregnancy or parental leave.	
<input type="checkbox"/> Contact the Local office or ETFO Provincial to discuss your options.	<ul style="list-style-type: none"> ETFO Algoma Occasional Teacher Local: aotl.ca ETFO's Professional Relations Services (PRS) -- login required Note: if you are part-time permanent, you will need to refer to the Algoma ETFO contacts and collective agreement as well: adetfo.on.ca 	
<input type="checkbox"/> Obtain a medical certificate stating the expected birth date.	The written notification must include a certificate from a legally qualified medical practitioner stating the expected date of birth.	
<input type="checkbox"/> Provide at least two (2) weeks written notice to ADSB before the date of leave.	<p>Email Frank Palumbo, Superintendent of Human Resources (palumbf@adsb.on.ca) to request your leave. See the ETFO Guide for sample language.</p> <p>As a courtesy, copy your Local president.</p>	<p>Email Frank Palumbo, Superintendent of Human Resources (palumbf@adsb.on.ca) to request your leave. See the ETFO Guide for sample language.</p> <p>As a courtesy, copy your school principal and Local president.</p>
<input type="checkbox"/> Mark yourself as unavailable in your EasyConnect calendar.	Failure to do so will result in the call-out system continuing to call you for daily assignments.	
<input type="checkbox"/> If the EDSBY Reporting window is open , enter assessment data for the subjects you've taught; or, <input type="checkbox"/> If the EDSBY Reporting window is not yet open , pass along a tidy collection assessment data to assist the incoming teacher with completing reporting tasks.	n/a	<p>Assessment and evaluation of students is an ongoing process.</p> <p>A LTO teacher is responsible for providing assessment data (evidence of learning, marks, comments) for all subject areas they have taught.</p>
<input type="checkbox"/> Review information around health benefits, long-term disability, and pension contributions.	<p>These links may help you review your options:</p> <ul style="list-style-type: none"> Health benefits/LTD: otip.com/occasional-employees-insurance Ontario Teacher Pension Plan Buybacks: otpp.com/members/cms/en/life-career-events/taking-time-off.html <p>Note: LTO teachers with a 90-consecutive calendar day assignment or longer who go on statutory leave are eligible for participation in the ETFO Benefits plan until the end of their assignment based on their FTE percentage.</p>	

<input type="checkbox"/> Complete your application for EI maternity and parental benefits.	Review on the Service Canada website the best time to apply in your situation.	
<input type="checkbox"/> Ensure a copy of your Record of Employment (ROE) has been sent from ADSB to Service Canada.	Email payroll@adsb.on.ca through your Board email and request a ROE. Include your name, employee ID, and reason for leave (to ensure a correct code on the ROE) and ask for confirmation of message received. Payroll will send this electronically after your last teaching day. When logged into your My Service Canada Account (MSCA) you can view your ROE.	
<input type="checkbox"/> Provide proof of your EI claim to ADSB to receive Supplemental Employee Benefits (SEB) top-ups.	n/a	Eligible LTOs will receive a top-up to their EI benefits to 100% of salary for eight weeks of pregnancy leave or the remainder of their LTO, whichever is shorter. Log into your MSCA to view your claim and take a screenshot showing your full name and benefit rate calculation. Email this to Payroll.
<input type="checkbox"/> Add your newborn to your benefit plan.	n/a	Visit etfo-elhtbenefits.ca for more information. Eligible members may change from single to family benefits and/or add an eligible partner or child to the health and dental plan without evidence of medical insurability if done so within thirty-one (31) days of the birth or adoption.
<input type="checkbox"/> Consider extending your leave.	Our collective agreement allows for unpaid leaves. Email Frank Palumbo, Superintendent of Human Resources (palumbf@adsb.on.ca) to request your leave extension. You may be granted an additional leave of absence for one (1) school year or part of a school year.	
<input type="checkbox"/> Remember to pay your OCT fee.	Visit Ontario College of Teachers (oct.ca) for more information. Annual fees are due on January 1 of each year and teachers have until April 15 to pay.	If you are in a LTO assignment in January, the Board may deduct your OCT fee from your paycheck. If you are commencing a leave around this time, email Payroll to verify.
<input type="checkbox"/> Complete your Intent to Remain form & Offense Declaration.	You must complete your electronic Intent to Remain & Offense Declaration forms annually via the ADSB Employee Portal .	

This resource was last revised in September 2025.

Information is continuously changing.

If you have any updates to include, please contact the Local president (pres@aotl.ca).

