

## Maternity/Parental Leave Checklist

- Notify Employee Health Services (EHS) of your pregnancy
- Read your maternity information letter sent by EHS
- Notify EHS and send medical report if your doctor wants to put you out of work prior to delivery
- Notify your location and begin to enter your absence into the AESOP system\* (the absence code is 04) \*If applicable to your position
- Notify EHS, your location, Benefits and your union when you deliver
- If you deliver by c-section, fax verification letter to EHS
- Obtain, complete and submit SEH-3 absence cards when you stop working until the end of your maternity leave
- Obtain, complete and submit forms to add your dependent to your health insurance within 30 days of birth
- Return completed Options form two weeks prior to the end of your maternity leave. (Options form was mailed to you after you notified EHS of the birth)
- Return to work

For employees who have opted for additional unpaid leave time:

- Inform your location that you have opted to take additional leave
- Send written notification to EHS two weeks prior to your return date of intention to return to work or extend the leave
- Return to work or resign