

Your Maternity Leave and Parental Leave checklist

It might seem a while away, but ahead of the arrival of the new addition to your family, it's a good idea to begin preparations towards your leave and to find out what you are entitled to. Here's a checklist to help.

BEFORE YOUR LEAVE

- Tell your boss your big news. Find out if there's anyone else you need to inform at work.

- If you will require specific Workplace Accommodation, make sure to discuss your needs with your Human Resources representative.

- Review your company's Maternity and Parental Leave Policies to determine your entitlements during your time off; reach out to your Human Resources representative if you have any questions.

- Review the Government of Canada website to determine your eligibility for Employment Insurance benefits during your time off.

- Think about how long to take off before baby arrives. Contact your Human Resources representative, and complete any required forms, a minimum of 4 weeks before your intended leave.

- Ensure a proper handover with your Manager before your last day at work.

- Apply for Employment Insurance (if eligible) as soon as possible after you stop working.

- Now you've got that admin out of the way, you can reward yourself with a fun task—baby names?! [See our checklist for ideas.](#) ^[1]

DURING YOUR LEAVE

- Notify your Human Resources representative immediately, if your child arrives earlier than the expected delivery date you originally indicated.

- Contact your Human Resources representative to include your child as a dependent on your benefits plan.

- Notify your Human Resources representative if your personal contact details change during your leave.

- Notify your Human Resources representative if you would like to make any changes to your leave dates.

- Contact your Manager and Human Resources representative at least four weeks before your scheduled leave ends to discuss your return to work plans.

- Research and finalize on childcare options ahead of your post-return to work.

AFTER YOUR LEAVE

- While you prepare yourself to return to work, be gentle on yourself.

- If required, discuss an onboarding / return plan with your Manager.

- Keep the lines of communication with your Human Resources representative and Manager open, to discuss any changing needs you may have.

USEFUL LINK:

Government of Canada: EI Maternity & Parental Benefits: <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html> ^[2]

Source URL: <https://www.nestlebaby.ca/en/prenatal/maternity-leave-checklist>

Links

[1] <http://www.nestlebaby.ca/en/node/2825335/>

[2] <https://www.canada.ca/en/services/benefits/ei/ei-maternity-parental.html>