

PREGNANCY CHECKLIST

- Make an appointment with your doctor as soon as possible. If you can't see your doctor within a couple of days, speak to the nurse at the clinic and/or wait in a walk-in clinic. You must get the appropriate blood tests done to ensure you are immune to any potentially dangerous diseases. This must be done as soon as possible because it may take some time to receive test results. **In order for the process to begin, these results are necessary.** The *Certificat visant le retrait préventif et l'affectation de la travailleuse enceinte ou qui allaite* may take up to a week to be returned from the Département de santé publique (DSP). You may be entitled to a leave awaiting the results but must provide your school board with a medical note indicating that you are pregnant, the potential risks, and the fact that you are waiting for a response from the DSP.

- Discuss with your doctor the exact nature of your work situation to determine possible risks. Include details such as:
 - ✓ The age of the students that you teach
 - ✓ The behaviour of your students
 - ✓ Teaching time
 - ✓ How your work is organized (schedule, room changes, etc...)
 - ✓ The subject matter that you teach
 - ✓ Any physical movements required
 - ✓ The amount of time you are on your feet
 - ✓ The lifting and carrying of heavy equipment
 - ✓ Movements that include the flexion and extension of your core
 - ✓ How many breaks you get throughout the day
 - ✓ How many students you have in your class
 - ✓ Any students that may cause a physical stress to your body
 - ✓ Report any recent cases of illness in your school (chicken

pox, rubella, measles, mumps, 5th disease)

- ✓ Supervision
 - ✓ Being exposed to chemicals, gas, or fumes
 - ✓ Being exposed to loud noises, vibrations
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- Get your doctor's recommendation. If a preventative leave or reassignment is applicable, have your doctor complete the *Certificat visant le retrait préventif et l'affectation de la travailleuse enceinte ou qui allaite*. The doctor will forward it to the appropriate DSP. Keep your doctor informed of your work situation throughout your entire pregnancy, if need be.

 - Inform your principal, school board and local union.

 - You are responsible to provide the school board with the required paperwork. This includes the *Certificat visant le retrait préventif et l'affectation de la travailleuse enceinte ou qui allaite* and the recommendation from the DSP as soon as you receive it.

 - Wait for a response from the CSST, if need be. The recommendation of the DSP is used as another medical opinion (in addition to your doctor's) for the CSST to take into consideration.

 - Wait for possible reassignment or workload adjustment, if need be.

 - If you are not reassigned, you may be eligible for a preventative leave. Wait for a decision rendered by the CSST. If a teacher has health issues related to her personal condition and not to her working environment that are not covered by CSST they may be eligible for salary insurance.

 - If you are on a Preventative Leave, four weeks before your established due date, you begin your Maternity Leave. Teachers who continue working during their pregnancy have the advantage of starting their maternity leave as close to their due date as they

wish. Prior to your Maternity Leave, you are to contact your school board and local union to get information and to make the appropriate arrangements.

- At least two weeks before the beginning of the maternity leave send written notice to the Board. The notice should include:
 - The period of the 21-week maternity leave (from which date to which date)
 - A medical certificate attesting to the pregnancy and expected date of birth
 - A request for a copy of the ROE (Record of Employment)
 - The wish to continue participation in the insurance plan
 - The intention to apply for the Basic or Special Plan from QPIP.

- The earliest one can apply for the Quebec Parental Insurance Plan (QPIP) benefits is the **first day of the maternity leave**. If it is not possible to do so on this day, it is important to apply for these benefits as soon as possible in the week the maternity leave begins following the procedure described at www.rgap.gouv.qc.ca or at 1-888-610-7727.

- When applying for QPIP benefits, one has the choice between the 40-week or 50 week plan - note you cannot switch plans once your request is made. Parental leaves may be shared between the mother and father, if they so choose.

- Teachers are to send a copy of their statement of benefits from QPIP. The school board needs to know the gross amount of the benefits the teacher receives.

- If your maternity leave falls during the summer period you are entitled to defer a maximum of 4 weeks. The deferral can only occur at the end of the 21-week maternity leave. A request to defer the annual vacation must be made 2 weeks before the end of the

maternity leave.

- ❑ Upon your return, you should consider completing an application to buy back your parental leave for pension purposes available from the Board.

- ❑ There are several options to extend your time with your child. See clauses 5-13.27 to 5-13.29 of the Collective Agreement or contact the ATA for additional information.

PLEASE NOTE:

Because each case is unique, it is highly recommended that you communicate with your local union and school board before proceeding with this checklist. Also, please keep a copy of any documents you send to the school board or QPIP.

