

Checklist for a Canadian Resident Physician preparing for maternity leave:

**adapted and edited from Dr. Meaghan Alexander **

- Read about your rights/responsibilities as a resident on your provincial union's website
 - Identify the specific guidelines for when programs/schools must be notified of your leave dates
 - Identify at what gestational age you can stop overnight call
- Plan the length of your leave
 - Consider whether your desired fellowship program has specific leave requirements (i.e. unable to have a delayed start)
 - Consider what rotations you have left to complete and what may be ideal in terms of scheduling
 - Consider proximity of licensing exams
- Program
 - Notify program of intended leave dates
 - Discuss with your program director optimal rotations during the late stages of pregnancy (if applicable) and upon return to work
- Notify human resources/payroll department at your University
 - Discuss whether Record of Employment (ROE) will be sent directly to Service Canada
 - Discuss how to start your EI top-ups if applicable
 - Discuss how to continue your extended healthcare benefits if applicable
 - Discuss how to add your child to your extended healthcare benefits if applicable
- Notify hospital of intended leave dates (if applicable)
 - Suspend parking pass
 - Notify IT of planned absence so accounts are not suspended due to non-use
- Notify rotations of intended absence in the later stages of pregnancy
 - Ensure appropriate coverage if on clinical duties with your program/team for the later dates of your pregnancy
- Change CMPA coverage
 - Can call in advance if scheduled c-section/leave to let them know when you'd like your coverage to change
 - Can also dictate date of return at that time so that coverage automatically resumes when you plan to return
- Notify provincial association of intended leave dates to recoup partial annual membership payment
- In weeks leading up to birth

- Ask for a prescription for APNO cream if planning to breastfeed to bring with you to hospital/have on hand
- Ask for a prescription for breast pump with a reason for use (reason can be breastfeeding). This can be submitted to provincial extended healthcare benefit insurance plans (i.e. PARO has \$300 coverage)
- Ask for prescription for pelvic physiotherapy (if your insurance requires) and book pelvic physiotherapist for 6 weeks post-partum (<https://pelvichealthsolutions.ca/>)
- Bring insurance information to hospital during preadmission clinic/when you check in to give birth if you have specific room coverage
- Set email response to “away on maternity leave” message
- Book your newborn photographer (if you’re planning on having pictures done!)
- Pick up whatever other over-the-counter things you think you might need post-delivery (i.e. ingredients for frozen pads, Tylenol/Advil, etc.)
- Buy/make more snacks you can eat one-handed
- If you’ve had complications in your pregnancy (or delivery) that necessitated you being off work earlier, be sure to file your EI claim
- After birth
 - Email your HR/payroll to inform them of EI so they can initiate top-ups (if applicable)
 - Email HR/payroll OR speak to your insurance provider to add your newborn to your insurance
 - Review current policies to make sure you have enough disability coverage etc. for a new dependent
 - Update your will
 - Register your child’s birth to get:
 - Birth certificate (remember to get long-form version to make applying for passport easier, especially if your last name differs from your partner’s)
 - SIN
 - Health card
 - You will need to apply for parental leave on the Service Canada website
 - ensure that if you are the birthing parent - you apply for maternity leave, if you are not the birthing parent - you apply for parental leave