



Policies and Procedures

4130 - Procedure - Leaves Of Absence For Teaching Staff

1.0 The Collective Agreements with Elementary and Secondary school teachers contain a number of articles on leaves of absence. According to the Collective Agreements, leaves of absence must be approved by the Superintendent of Operations or designate.

The intent of this procedure is to clarify the process that teaching staff should use when applying for a short or long term leave of absence. In addition, situations not clearly delineated in the Collective Agreements are addressed.

1.1 Method of Application:

As a professional courtesy, leave requests should be discussed, in advance, with the Principal of the school.

Leave requests must be submitted through the Staff Portal link - see instructions in Appendix.

1.2 Types of Leaves

I. Short -Term Paid Leaves (previously charged to sick leave up to maximum of 5 days per year)

If possible, requests for short term leaves should be submitted through the Staff Portal link to the Operations Officer at least two weeks prior to the start date for the leave. The following short-term Leaves of Absence are recognized by the Collective Agreements:

- Religious holidays (up to 3 days)
- Leave for special events (up to 3 days), for example:
 - participation in a festival of the arts
 - coaching at international events or finals of provincial/national competitions
 - attending a convention as an officer of a recognized community organization
 - attending one's own wedding or that of a child, parent or grandchild
- Leave for compassionate reasons (up to 3 days), for example:
 - providing care for child or parent
 - family crisis or emergency

In addition to those specified in the Collective Agreements, Short-Term Paid Leaves that were previously charged to sick leave and therefore included in the combined maximum 5 days per year with those above, may be granted for:

- Approved Appeal of a day coded as "snowed in" (see procedure #4140)
- Moving to a new residence on **the day of the move** (one day per school year)
- Personal legal transactions (one day per school year)

II. Short-Term Paid Leaves (Not previously charged to sick leave – only individual maximums apply)

Also specified in the collective agreement, the days listed below are without loss of salary and may be granted for:

- Quarantine by the Medical Officer of Health*
- Jury duty or subpoena*
- Writing examinations or attending one's own graduation (one day)
- Attending graduation of spouse or child from secondary or post-secondary institution (one day)
- Attending birth of child (one day)
- Homecoming of child (one day)
- Bereavement (up to 5 days)

* Documentation must accompany leave requests denoted by an asterisk

The Superintendent of Operations or Operations Officer reserves the right to request documentation before any leave is approved.

III. Long Term Leaves

Requests for full-year, half-time, or partial FTE unpaid leaves must be submitted by March 1st according to the Collective Agreements and Procedure 4235. The following long-term unpaid Leaves of Absence are recognized in the Collective Agreements:

- Pregnancy and Parental Leave (doctor or midwife note must accompany request)
- Extended Parental Leave
- Full year unpaid leave
- Half-time or partial FTE unpaid leave
- Leave for Union Business
- Leave for Elected Office
- Self-Funded Leave Plan - salary can be partially deferred over a period of 2, 3, 4, or 5 years and then paid back during the year of the leave. Requests for the Self-Funded Leave Plan must be submitted by January 15th.
- Family Medical Leave - up to 8 weeks. Employment Insurance benefits subject to the

provisions and restrictions to the Employment Standards Act.

Appendix:

LEAVE OF ABSENCE REQUEST INSTRUCTIONS:

Log on to the Portal

Click the Quick Link drop down menu

Click Leave of Absence Request

Click New Request

Enter Employee Number

Click on PULL EMP INFO - employee information (name, school, FTE) will be populated into the form

Click the Absence Type - select a type from the drop down menu and the contractual or procedural clause(s) will be shown for this type of absence

Enter the Start Date For Leave and then the Return To Work Date

Enter the Reason/Purpose for the leave if applicable

Attach documents if applicable (Summons to Juror, Doctor/Midwife note indicating date of delivery). The document can be scanned and attached to the request using the Browse button.

Click SUBMIT REQUEST

Document Links:

Effective Date

09/03/1991

Amended/Reviewed

12/04/2009

05/20/2010

06/29/2012

07/06/2016

Legislative References

Regulation

