

This information is to assist you in locating the leaves you are interested in and to give you a quick summary of their content.

Bereavement Leave (article 15)

Leave granted to a member for absence due to family death. Leave must be requested by filling out a 4140-leave form, obtained by your school secretary. Leaves granted with pay and without deduction from sick days. Members may receive:

- 5 consecutive days for spouse/partner, son/daughter, mother/father of member or spouse, grandchild.
- 3 consecutive days for sister/brother of member or spouse.
- leave granted upon recommendation of Principal/Supervisor

Miscellaneous Leaves (article 16)

Leaves granted with pay and without deduction from sick leave. Up to 5 days total in any one school year for:

- writing an exam
- attending your own post-secondary graduation
- attending post-secondary graduation of spouse or child
- celebrate recognized religious holiday of own faith
- moving day for personal residence move
- personal day (one per school year, with deduction from sick leave)

Leaves of Absence without Pay (article 17)

To request a Leave without pay, you must apply to Human Resources in writing at least 4 weeks prior to leave commencing.

Paternal Leave (article 20)

Absence occasioned by birth or adoption of child. Granted with pay and without deduction from sick days, requested in writing, for one day. Day shall be the day of birth, the day of hospital release or the first day of adoption.

General Leaves (article 21)

Leaves granted with pay and with no deduction from sick leave for:

- member quarantined or prevented by medical health authorities for attending due to communicable disease.
- serving as juror or subpoenaed as a witness where you have not been charged with an offence.

Education Leave (article 21)

Leave granted for up to one school year without pay to upgrade employment qualifications. Application must be made to Human Resources by May 1st for the following school year.

Statutory Pregnancy Leave (article 22)

Members are entitled to at least 17 week leave, upon application in writing (Pregnancy Leave form) provided you have been employed by the Board for at least 13 weeks before expected due date. Member must give 2 weeks written notice before commencing leave. (See Maternity Leave Package)

Statutory Parental Leave (article 23)

Parent/Member, upon application in writing, after being employed for at least 13 weeks may be eligible for this leave. Granted with pay and without deduction of sick leave for the birth of a child or the coming of the child into custody, care and control of a parent for the first time. Leave ends 35 weeks after it began if pregnancy leave taken, and 37 weeks if no pregnancy leave taken.

Extended Pregnancy/Parental Leave (article 24)

Member may extend Pregnancy/Parental leave, without pay, with written notice given 2 weeks prior to end of scheduled leave. Total length of pregnancy/parental leave and extension can be no longer than 2 years.

Family Care Leave (article 25)

Member can take 2 days (per year) without deduction from sick leave for care of illness of spouse or child. Member can take 3 additional days, with deduction from sick leave, with conditions. (See article)

Deferred Salary Leave (article 28)

This leave provides employees the opportunity to take a leave for a specified period of time and to finance it by means of a salary deferral. You must have at least 3 years of service with the Board. Application should be made, in writing, before May 1st for commencement of the plan to begin the following year.

Sick Leave (article 29)

On first working day of work year, permanent employees will be credited 20 sick days. These days will be pro rated for those employees working more than half time and less than full time. Sick days can be accumulated to 200 days.

Compassionate Care Leave (article 63)

Members may take unpaid leave to care or support family member who has serious medical condition with a significant risk of death within 26 weeks. This leave may be taken for up to 8 weeks. All requirements in Employment Standards Act must be met.

Note: All leaves described above are summaries of the actual collective agreement language. Employment Standards may change at any time and arbitration rules can also change language. It is the responsibility of the member to check their collective agreement

prior to the leave request to ensure they are following the correct procedure. Please do not hesitate to contact your President for further information.