

Teacher Leave Provisions - Interpretation Guidelines

With the exception of Sick Leave, a pink leave application form **must be** filled out for any of the following short term absences:

Sick Leave – Article G.11 and G.1 Portability (Provincial)

- The teacher **is not** required to fill out the pink leave form, but they must contact dispatch. The district practice is that any teacher that is sick for 5 teaching days or more, must bring in a note from the doctor and send it to the HR Department.
- For longer sick leave requests, the teacher must send HR a note requesting the sick leave from the effective date to the end date. If the end date is unknown, then they should say until further notice. This request needs to be accompanied by a doctor's note supporting the request for medical reasons. We are able to post the position until return of teacher once we have the leave request and doctor's note. *For example, Mary Smith is requesting a 1.0 sick leave effective September 7, 2010 until further notice.*
- Please let HR know if you are off sick and when you return back to work so that we can make the necessary adjustments in the payroll and HR systems. Principals should also be letting us know.
- When planning to return after being off sick, the teacher is required to give 1 working day notice for each month they are off to a maximum of 14 working days.
- See Provincial Article G.1 for Portability of Sick leave rules.

Bereavement Leave – Article G.4 (Provincial)

- A pink leave form must be filled out and the teacher must indicate which family member has died so that we can approve it based on the list in the collective agreement.
- The leave form can be filled out after the fact if the teacher needs to leave suddenly.
- Teachers are eligible for up to 5 paid days for the death of an employee's immediate family (or 3 paid days for foster parents/children).
- 2 additional paid leave days are only approved if the person has to travel off the island and they notify HR of their destination.
- Although this is provincial language we have the additional local language that provides for 3 days leave for foster parents, foster children and step-parents.

Compassionate Leave – Article G.13 and G.2 (Provincial)

- A pink leave form must be filled out (can be done after the fact if necessary). The test is that the teacher must be "suffering or in distress" resulting from "**danger to, injury to, or impending death** of a loved one." A total of up to 3 paid days are available.
- Compassionate leave can only be granted prior to the death, it can not be used after someone has died. Once death has occurred then bereavement leave must be used if applicable or another leave provision.
- **See Provincial Article G.2 for longer term compassionate care offered by EI** to provide care or support a family member that is terminal. The employee may be able to receive a salary top up (up to 8 weeks) if their EI claim for compassionate care is approved. Please contact HR/Payroll if you applying for this benefit so that we can advise you regarding eligibility and our process.

Family Emergency Leave – Article G.14

- A pink leave form must be filled out.
- This is for an **unexpected illness or injury** to a teacher's immediate family. *For example, a scheduled surgery of a loved one does not fall into this category nor does a family emergency like flooding. It can not be booked in advance.*
- You must identify the family member and circumstance on the form.
- Only one day can be used for each situation.

Family Responsibility Leave – Article G.3 (Provincial)

- **Family Responsibility leave to access up to an additional 5 unpaid leave** days relating to the care, health, education of a child or employee's immediate family.

Discretionary Leave – Article G.15 and G.5 (Provincial)

- A pink leave form must be filled out.
- All teachers are charged for a discretionary day whether they need a TTOC or not.
- Teachers are entitled to 3 discretionary days per year at the cost of a TTOC.
- Each TTOC can have a different cost, so the district and union have agreed to use an average cost, so that teachers can plan for the amount. A discretionary day will cost the teacher **\$295.85 a day** for the 2015/2016 school year.
- **Provincial Article G.5 Unpaid discretionary leave** also provides for an additional 3 days of unpaid leave subject to availability of replacement.

General Leave – Article G.16

- A pink leave form must be filled out and approved by your principal in advance.
- Leave without pay to a **maximum of 5 days** in one school year will be granted for various reasons, including personal commitments (please see list in collective agreement).

Jury Duty – Article G.17

- A pink leave form must be filled out with the Jury Summons attached.
- The teacher will be paid for the day provided that they turn over to the district the money considered to be wages that is paid to them by the courts. Contact payroll for process.

Extended Leaves – Article G. 21

- Teachers must get approval by sending a letter (e-mail) to HR requesting the personal leave – no pink form is required. These guidelines apply to full time and partial personal leaves.
- Long term unpaid personal leaves under this article will be granted for a whole year or half year only (provided there is a natural break) following the district guidelines. For elementary teachers, half year leaves will be from Sept-Dec (4 months) or from Jan-Jun (6 months). For semester system teachers, the half year leave will be for one semester.
- Because of the district guidelines that were developed for consistency and fairness, the following interpretation applies to this article in the collective agreement:
 - G.21.1 leaves of 5 months or more refers to semester leaves and leaves from Jan-Jun.
 - G.21.2 leaves of more than 5 days and less than 5 months refers to leaves from Sept-Dec.

Important: During the school year, teachers may apply for a combination of the above leaves, if applicable, or for half or full year leaves. **There is no leave provision for a teacher to have a month leave. Before booking any travel plans, please contact HR to ensure your leave falls within the guidelines for approval.**

For questions on Paternity G.18 / Adoption G.19 / Maternity G.22 / Parental G.23 leaves, please contact Breanne Heslop in the payroll department at Ext. 211 or by e-mail at bheslop@sd79.bc.ca.

For other leave questions, please contact Roma Medves in HR at Ext. 221 or by e-mail at rmedves@sd79.bc.ca or the HR administrative assistant at Ext. 223.