**LEAVE LANGUAGE SUMMARY**

**For CVTF members**

(for Collective Agreement effective July 1, 2013 to June 30, 2019)

Most widely used Provincial and Local short term leave provisions from the collective agreement are summarized below. For a complete listing of all leave provisions please refer to the collective agreement. If you have any questions, contact Human Resources Manager at 250-748-0321 Ext. 221 or your local union.

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|  | **Provincial Article** | **Local Article** |
| Sick Leave | G.1 – Portability of Sick Leave | G.11 – Sick leave entitlement and process for accessing sick leave. |
| Compassionate Care | G.2 – Compassionate Care Leave (**upon acceptance of EI Claim**) Up to 8 weeks salary top up. Contact payroll at Ext. 211 for process and eligibility. | G.13 – Compassionate Leave – up to 3 paid days for teacher’s inability to work due to danger to, injury to, or impending death of a loved one. |
| Family Responsibility | G.3 – Family Responsibility Leave – 5 days unpaid leave relating to care, health, or education of a child or employee’s immediate family. | G.14 – Family Emergency Leave – 1 day paid leave for an **unexpected illness or injury** to a teacher’s immediate family.  |
| Bereavement | G.4 – Bereavement Leave – 5 days of paid leave for the death of employee’s immediate family, 2 additional paid days if required to travel the Island to attend funeral.  | G.4.5 – Bereavement Leave – in addition to provincial language local language provides 3 days for the death of a foster parents, foster children and step-parents. |
| Discretionary | G.5 – Unpaid Discretionary Leave – 3 unpaid days subject to availability of replacement | G.15 – Discretionary Leave – upon request 3 days **shall be granted** at the average cost of a TTOC($323.02 for Sep. 1/19) regardless of whether a replacement is needed |
| Union Business | G.6 – Leave for Union Business |  |
| TTOCs on Union Business | G.7 – TTOCs Conducting Union Business |  |
| Unpaid Leave |  | G.16 – General Leave – up to 5 days of unpaid leave |

Prepared by:

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