

## Teacher Dispatch Hints

1. Teachers **must notify Dispatch** if they are not available for work for any reason, whether you require a TTOC or not.
2. TTOC coverage requests should be at dispatch no later than 5:00 a.m. the morning of the requested date.
3. Make multi-day requests when you know you're going to be away, especially for sick days.
4. Telephone (250-748-2141) or email ([dispatch-ed@sd79.bc.ca](mailto:dispatch-ed@sd79.bc.ca)) or fax (250-748-6591) any known absences or unavailability. (Do not expect a response from Dispatch)
5. *Before you call Dispatch*, make sure you have the following information:
  - a. *The day(s) and date(s) of absence* – include ALL day, AM only or PM only
  - b. *Your full name and the name of your school*
  - c. *The grade and subjects that you teach*
  - d. *The reason for your absence* – either the code or a brief explanation
  - e. *Any other brief comments or special instructions* (ie: bus duty, field trip, etc). All other information/instructions should be emailed to the school secretary or AO.
  - f. Provide up to three *preferred TOCs* (in order of preference)
  - g. Indicate a previous days' absence to assist with continuity of placement
6. **SPEAK SLOWLY AND CLEARLY.** Take a breath or count to two after the tone before you start speaking.
7. Do not assume dispatch knows who you are, where or what you teach, or the circumstances of your absence.
8. DO NOT provide unnecessary information. DO provide parking spot numbers.
9. DO NOT tell a TTOC that they will be working – only Dispatch can do that, other than emergent situations approved by HR. If a TTOC shows up at school and they have not been dispatched, they will not be paid.
10. DO NOT tell a TTOC that you will be requesting them unless they are in the first preferred position.
11. **Reasons for Absence**

***You must provide Dispatch with a specific reason for your absence.***

**You do not require a Leave Application for the following:**

- **Illness Art. G.11** – *Teachers who are unable to work due to illness* – Simply state to dispatch that you're ill or that you have a medical appointment. You will need a Doctor's note if you are absent 5 days or more. For longer term illnesses, please email HR requesting sick leave and provide documentation from a Dr. to support your illness.

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- **EI Compassionate Care Leave Art. G.2** – Leave for teachers to provide care for a family member having a serious medical condition with a significant risk of death within 26 weeks. Upon proof of your EI claim being accepted, employees have up to 8 weeks leave that can be taken with a “top up” of up to 100% of salary for those 8 weeks. Contact HR/Payroll in advance for the proper application process and timelines,

You must have an approved Leave Application (pink form) for the following:

**NOTE: in emergency situations, the form can be filled in after the fact.**

- **Family Responsibility Leave Art. G.3** – An employee is entitled to up to 5 days of unpaid leave during each school year to meet responsibilities related to the care, health, or education of a child or another member of the employee’s immediate family. Please provide brief details around the circumstances, including the family relationship to the employee.
- **Bereavement Leave Art. G.4** – Leave with pay to a maximum of 5 days in respect of a death in the ‘*immediate family*’ (see *collective agreement for definition*) and 3 days for foster parents, foster children, and step-parents. For travel off the Island to attend the funeral, up to an additional 2 days may be approved. Please state the family relationship. Not all deaths are covered by the article (ie. aunts, uncles, cousins, etc. are not covered), but unpaid leave may be requested in those situations.
- **Teacher Union Business Art. G.6** – An employee who is an Association member, Executive Committee member, Representative Assembly member, or a BCTF delegate.
- **Compassionate Leave Art. G.13** – Leave with pay to a maximum of 3 days, by a teacher’s inability to perform duties due to suffering or distress resulting from danger to, injury to, or impending death of a loved one. This leave **can not be used once the death has occurred.** For longer term compassionate care leave see EI compassionate care above Art. G.2.
- **Family Emergency Art. G.14** – An **unexpected illness or injury** to a teachers’ immediate family. Please provide SHORT details, including family relationship, and specify the unexpected family emergency. This article does not cover other personal or home emergencies.
- **Discretionary Leave Art. G.15** – Upon request a teacher shall be granted 3 days at the cost of a TTOC. The teacher is charged the average cost of a TTOC as determined by payroll when they book this whether they require a TTOC or not. The teacher may also request up to an additional 3 **unpaid discretionary leave per Art. G.5.**
- **Leave Without Pay Art. G.16** – Personal unpaid leave to a maximum of 5 days per year. Please indicate that your absence is without pay.
- **Jury Duty Art. G.17** – A teacher who is subpoenaed for jury duty or to act as a court witness.
- **CVTF Pro-D Activity Art. F.1** – A teacher must get approval from the Local’s professional development committee in order to charge the TTOC costs for the teacher’s Pro-D.