

REQUEST FOR ABSENCE/LEAVE FROM ASSIGNED DUTIES – DIVISION GUIDELINES

Compassionate Leave:

Death

Immediate Family	In Town	Up to 5 days
Immediate Family	Out of Town	Up to 5 days
Extended Family	In Town	1 Day
Extended Family	Out of Town	Up to 3 days

- Immediate family is defined as spouse, mother, father, child, sibling, mother-in-law, father-in-law.
- Extended family is defined as grandparents, aunts, uncles, first cousins, brother/sister-in-law.

Serious Emergency Illness Requiring Hospitalization:

Immediate Family	In Town	Up to 2 days / year
Immediate Family	Out of Town	Up to 2 days / year

Ill Child at Home, Family Specialist Appointment

1 day / year

Parental Leave With Pay

Up to 2 days

Adoption Leave with Pay

Up to 2 days

Medical > 5 Days

Medical leave in excess of 5 days per collective agreement provisions

Noon Lunch Supervision

Leave with pay per policy DBE.

Board Business

Attendance at business of board when a sub is required or an acting administrative allowance results.

Jury Duty

Jury duty leave with pay when selected for jury duty.

Professional Development

Leave requests for professional development purposes must be accompanied by the budget code number obtained from the budget manager responsible for the professional development.

Personal Leave Without Pay

Leaves without pay may be granted for the purpose of pursuing personal matters not related to education per policy GFA.

Personal Leave with Pay:

Graduations

Leave with pay may be recognized for up to one day to attend one's own post-secondary graduation. A half-day may be granted for the high school or post-secondary graduation of an immediate family member in town and one full day for out of town.

Weddings

One day may be granted for one's own wedding and that of one's immediate family member when the wedding falls on a scheduled work day.

Personal Leave – Sub Cost Deducted

Personal leaves may be granted to a maximum of two days per year. The equivalent cost of replacement's salary shall be deducted regardless if sub required per Policy GFA. Staff working less than a full school year or less than full time shall be entitled to pro-rated eligibility.

Professional Development

Professional Development leave must be approved by the superintendent. The superintendent/coordinator to be charged for the replacement and a description of the event must be indicated. These leaves may be for inservice, special meetings or other activities.

TEACHERS ONLY

Intern Workshop

Leave with pay to attend intern workshops.

LINC Professional Development

Leave with pay approved by relevant LINC professional development Committee. A copy of approved inservice, Travel/Conference and Staff Development Award must accompany request.

NON-TEACHING EMPLOYEES

Vacation

Vacation leave for eligible in scope employees and out of scope employees

CUPE Business

Leave to attend CUPE business meetings.

WCB

Leaves for employees who are injured at work and are approved by WCB.