



School District #49 (Central Coast)

1847 Highway 20, PO Bag 180, Hagensborg, BC, V0T 1H0
Phone: (260) 982-2691 Fax: (260) 982-2819

APPLICATION FOR LEAVE OF ABSENCE (TEACHING STAFF)

Name: _____

Location: _____

Leave requested under Collective Agreement Article Number:

Please see reverse side for a brief explanation of Article guidelines & refer to your contract

- | | |
|---|---|
| <input type="checkbox"/> Article A8: Leave for Contract Negotiations | <input type="checkbox"/> Article G.26: Jury Duty Leave |
| <input type="checkbox"/> Article A10: Leave for Regulatory Business | <input type="checkbox"/> Article G.27: Compassionate Leave |
| <input type="checkbox"/> Article A20.2: Release for Assoc. & Related Business | <input type="checkbox"/> Article G.28: Funeral Leave |
| <input type="checkbox"/> Article G.2: Compassionate Care Leave | <input type="checkbox"/> Article G.31: Extended Service Leave |
| <input type="checkbox"/> Article G.3: Family Responsible Leave | <input type="checkbox"/> Article G.32: Leave For Personal Reasons |
| <input type="checkbox"/> Article G.4: Bereavement Leave | <input type="checkbox"/> Article G.33: Self-Funded Leave Plan |
| <input type="checkbox"/> Article G.5: Unpaid Discretionary Leave | <input type="checkbox"/> Article G.34: Emergency Leave for Family Illness |
| <input type="checkbox"/> Article G.20: General | <input type="checkbox"/> Article G.35: Leave On Request On Other Agencies |
| <input type="checkbox"/> Article G.21: Sick Leave | <input type="checkbox"/> Professional Development Leave |
| <input type="checkbox"/> Article G.22: Maternity Leave | <input type="checkbox"/> Field Trip |
| <input type="checkbox"/> Article G.23: Extended Maternity/Parenthood | |
| <input type="checkbox"/> Article G.24: Paternity Leave | |
| <input type="checkbox"/> Article G.25: Adoption Leave | |

TOC Required? Yes No

If working a partial day, please specify time away

From: _____ (AM/PM) To: _____ (AM/PM)

Detailed explanation of leave if requested:

First Date of Leave: _____ (MMM DD, YYYY) Return to work date: _____ (MMM DD, YYYY) Total days requested: _____

Signature: _____ (Signature of Employee) Date: _____ (MMM DD, YYYY)

TO BE COMPLETED BY SUPERVISOR

I recommend this request be: Approved Not Approved _____ (Signature of Principal/Supervisor)

FOR BOARD OFFICE USE ONLY

Admin Notes: _____

Approved: _____ Date: _____ (MMM DD, YYYY)

- | | |
|--|---|
| <input type="checkbox"/> Without Prejudice or Precedence | <input type="checkbox"/> Pending TOC Availability |
| <input type="checkbox"/> District Cost | <input type="checkbox"/> Salary Deduction |
| <input type="checkbox"/> Personal/Sick Leave | <input type="checkbox"/> Other |

These are brief explanations on limitations and requirements on types of leave. Please check the Collective Agreement for more detail and benefit and seniority implications.

Article A.8 Leave for Provincial Contract Negotiations: see contract.

Article A.10 Leave for Regulatory Business: see contract.

Article A.20.2 Release for Association and Related Business: CCTA Union Leave. See contract.

Article G.2 Compassionate Care Leave: when an employee has applied and is eligible to receive EI benefits the district will provide 2 weeks of full salary during the EI waiting period and an additional six (6) weeks salary minus the EI benefits. See contract for more information.

Article G.3 Family Responsibility Leave: up to five (5) days unpaid leave; see contract.

Article G.4 Bereavement Leave: five (5) days paid leave be granted in each case of the death of an immediate family member.

Article G.5 Unpaid Discretionary Leave: three (3) days unpaid leave per year.

Article G.7 TTOCs Conducting Union Business: see contract.

Article G.20 General: the Board may grant a leave of absence to a teacher for a purpose not already covered in the Collective Agreement.

Article G.21 Sick Leave: the leave is with pay as long as the employee has credited sufficient sick days. Proof of illness may be required for five (5) or more days, and a Medical Certificate may be required if the sick leave extends for ten (10) days or more.

Article G.22 Maternity Leave: leave without pay; see contract.

Article G.23 Extended Maternity/Parenthood Leave: see contract.

Article G.24 Paternity Leave: upon the birth of a child, at the time of adoption or legal guardianship, the father shall be granted up to two (2) days paternity leave without loss of pay.

Article G.25 Adoption Leave: up to five (5) days leave without pay for travel and interview time in connection with the adoption of a child.

Article G.26 Jury Duty and Appearances in Legal Proceedings: leave with pay for attendance for jury duty or witness. A copy of the subpoena or summons is required, and any monies received must be paid over to the Board.

Article G.27 Compassionate Leave: leave with pay for up to three (3) days where a serious illness occurs in the immediate family. Extensions beyond this time shall be at the board's discretion.

Article G.28 Funeral Leave: leave with pay for one (1) day.

Article G.29 Leave for Elected Office: see contract.

Article G.30 Worker's Compensation Leave: the period of time a teacher is permitted to be absent from work because of an accident for which compensation is paid under the Workers' Compensation Act.

Article G.31 Extended Service Leave: one (1) year leave for each five (5) years of service with the District, to a maximum of two (2) consecutive years leave of absence.

Article G.32 Leave for Personal Reasons: three (3) days per contract year, not to be taken either immediately before or after the summer, spring or winter periods of school closure.

Article G.33 Self-funded Leave Plan: see contract.

Article G.34 Emergency Leave for Family Illness: leave without pay for up to three (3) days.

Article G.35 Leave On Request of Other Agencies: leave with pay. Any honorarium up to 100% of the salary must be paid over to the Board.