



School District #49 (Central Coast)

1847 Highway 20, PO Bag 130, Hagensborg, BC, V0T 1H0
Phone: (250) 982-2691 Fax: (250) 982-2319

APPLICATION FOR LEAVE OF ABSENCE (ADMINISTRATORS AND EXEMPT STAFF)

Name: _____ Position: _____ Location: _____

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

- | | |
|---|------------------------------------|
| Child Birth Leave | Extended Service Leave |
| Extended Parenthood Leave | Leave For Personal Reasons |
| Paternity Leave | Emergency Leave For Family Illness |
| Adoption Leave | Leave On Request of Other Agencies |
| Duty And Appearances In Legal Proceedings | Other Extended Leaves |
| Compassionate Leave | Other Leaves (provide explanation) |
| Funeral Leave | Holidays |
| Leave For Elective Office | Sick Leave |
| Worker's Compensation Leave | |

Substitute Required? Yes No

If working a partial day, please specify time away

Detailed explanation of leave if requested:

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

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)

Admin Notes: **FOR BOARD OFFICE USE ONLY**

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

- | | |
|--|--|
| <input type="checkbox"/> Without Prejudice or Precedence | <input type="checkbox"/> Pending Substitute Availability |
|--|--|

Source of Funds: District Cost Salary Deduction Personal/Sick Leave Other

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

Child Birth Leave: Child birth leave shall be without pay.

Extended Parenthood Leave: The leave is without pay. Only one parent is entitled to the leave.

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.

Adoption Leave: Employees shall be entitled to up to five (5) days leave of absence without pay for travel and interview time in connection with the adoption of a child.

Jury Duty And Appearances In Legal Proceedings: Leave with pay for attendance for jury duty or legal proceedings by reason of a subpoena. Copy of subpoena or summons is required, and any monies received for jury duty, witness fees, etc., must be paid over to the Board.

Compassionate Leave: Up to three (3) days leave with pay where a death or serious illness occurs in the immediate family. An additional two (2) days with pay will be granted if travel outside of the District is required because of a death.

Funeral Leave: Leave with pay for one (1) day.

Leave For Elective Office: Leave with pay. Any honorarium up to 100% of salary must be paid over to the School Board.

Worker's Compensation Leave: Leave with pay for the period of time an employee is permitted to be absent from work because of an accident for which compensation is paid under the Workers' Compensation Act.

Extended Service Leave: Extended service leave shall be limited to one member of the Association in each school year.

Leave For Personal Reasons: Leave with pay for three (3) days per contract year, plus one (1) additional day which must be taken on a Professional Development day. Personal days are not to be taken either immediately before or after the summer, spring or winter periods of school closure.

Emergency Leave For Family Illness: Leave without pay for up to three (3) days.

Leave On Request Of Other Agencies: Leave with pay. Any honorarium up to 100% of salary must be paid over to the School Board.

Other Extended Leaves: Terms and conditions shall be established at the time such leave is granted.

Other Leaves: Leaves as per Employment Standards Act, please provide details.

Holidays: Employees' vacations shall, where practical, be granted at the time requested, but in all cases the commencement date must be at the convenience of the board. Preference in choice of individual employee's vacation dates shall be determined by seniority of service.

Sick Leave: The leave is with pay provided the employee has sufficient sick leave accumulated.