



# 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 (NON-TEACHINGSTAFF)

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Location: \_\_\_\_\_

Leave requested under Collective Agreement Article Number:  
Please see reverse side for a brief explanation of Article guidelines & refer to your contract

- Article 2.6: Association Leave
- Article 8.1: Child Birth Leave
- Article 8.2: Extended Parental Leave
- Article 8.3: Paternity Leave
- Article 8.4: Adoption Leave
- Article 8.5: Jury Duty & Appearances in Legal Proceedings
- Article 8.6: Compassionate Leave
- Article 8.7: Funeral Leave
- Article 8.8: Leave for Elective Office
- Article 8.9: Worker's Compensation Leave
- Article 8.10: Extended Service Leave

- Article 8.11: Leave for Personal Reasons
- Article 8.12: Emergency Leave for Family Illness
- Article 8.13: Leave on Request of Other Agencies
- Article 8.14: Other Extended Leaves
- Article 8.15: Bereavement Leave
- Article 8.16: Leave For Indigenous Employees  
Other Leaves (provide explanation)
- Article 5.0: Holidays
- Article 7.1.2: Sick Leave
- Administrative Procedure H-2: Medical Travel
- Administrative Procedure H-2: Family Care

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)

\*\*\*\*\*  
**FOR BOARD OFFICE USE ONLY**

Admin Notes:

\_\_\_\_\_  
\_\_\_\_\_

I recommend this request be:  Approved  Not Approved  
Date: \_\_\_\_\_ (MMM DD, YYYY) Signature: \_\_\_\_\_

- Without Prejudice or Precedence
- 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 the Collective Agreement and/or Administrative Procedures for more details and benefit and seniority implications.**

Article 2.6 **Association Leave:** See collective agreement for details.

Article 8.1 **Childbirth Leave:** Childbirth Leave shall be without pay.

Article 8.2 **Extended Parenthood Leave:** The Leave is without pay. Only one parent is entitled to the leave.

Article 8.3 **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 8.4 **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.

Article 8.5 **Jury Duty and Appearances In Legal Proceedings:** Leave with pay for the attendance for just duty or legal proceedings by reason of a subpoena. Copy of the subpoena or summons is required, and any monies received for jury duty, witness fess, etc., must be paid over to the board.

Article 8.6 **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.

Article 8.7 **Funeral Leave:** Leave without pay for one (1) day to attend the funeral of a friend or anyone not in the employee's immediate family.

Article 8.8 **Leave For Elective Office:** Leave with pay. Any honorarium up to 100% of salary must be paid over to the School Board.

Article 8.9 **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.

Article 8.10 **Extended Service Leave:** Extended service leave shall be limited to one member of the association in each school year.

Article 8.11 **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.

Article 8.12 **Emergency Leave For Family Illness:** Leave without pay for up to three (3) days.

Article 8.13 **Leave On Request OF Other Agencies:** Leave without pay. Any honorarium up to 100% of salary must be paid over to the School Board.

Article 8.14 **Other Extended Leave:** Terms and conditions shall be established at the time such leave is granted.

Article 8.15 **Bereavement Leave:** Five (5) days of paid leave in case of death in the employee's immediate family. See collective agreement for details.

Article 8.16 **Leave For Indigenous Employees:** Indigenous employees are entitled to up to two (2) days leave with pay per school year to observe or participate in traditional indigenous activities that connect these employees to their culture and language. A minimum of two (2) weeks' notice prior is required for leave under this provision. Where two (2) weeks' notice is not possible due to the unpredictable nature of the event, then as much notice as possible shall be provided. Such leave shall not be unreasonably withheld.

**Revised May 30<sup>th</sup>, 2023**

**These are brief explanations on limitations and requirements on types of leave. Please check the Collective Agreement and/or Administrative Procedures for more details and benefit and seniority implications.**

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

Article 5.0 **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 the individual employee's vacation dates shall be determined by seniority of service.

Article 7.1.2 **Sick Leave:** The leave is with pay provided the employee has sufficient sick leave accumulated. A certificate from a qualified medical practitioner may be required for absences in excess of five (5) days.

AP H-2 **Medical Travel:** One (1) travel day for medical appointments outside the community. Such leave shall be deducted from the employee's accumulated sick leave. See Administrative Procedure H-2.

AP H-2 **Family Care:** Maximum four (4) sick leave days per school year. See Administrative Procedure H-2.