



**SCHOOL DISTRICT NO. 46
(Sunshine Coast)**

When complete, fax form to 604-886-4266 and give the school Administration Assistant a copy.

**APPLICATION FOR LEAVE OF ABSENCE
(TEACHING STAFF)**

Directions: Complete this form for all leaves except sick leaves less than 5 days. All applications should be received by the Human Resources Department at least two weeks before the leave is to commence, unless otherwise specified. Emergency leave requests must be filed as soon as possible after the fact.

Employee's Name _____

Location _____

Currently Teaching (F.T.E.) _____

Actual Contract (if on a continuing contract) _____

Mon	Tues	Wed	Thurs	Fri
Current schedule (FTE normally worked each day) Eg. A .5 contract could be:				
0.6	1.0	0	0.4	0.5

Date(s) of Leave : _____ to _____
(start date) (end date)

If a teacher-on-call is required, please fax a Request for TTOC form to 604-886-4266

F.T.E. of Leave Requested (if leave is part-time and long-term): _____

TYPE OF LEAVE (see list on reverse): _____
(provide collective agreement number and name)

Details of Situation :
(employees must provide sufficient details for a decision to be reached on the application):

Signature of employee _____

Date _____

Administrator Comments: _____

Signature of Administrator _____

Date _____

School Board Office Use Only:

___ Approved with Pay ___ Approved with Pay less cost of TTOC ___ Approved without pay ___ Not Approved

Authorized Signature: _____

Date: _____

This listing is a summary of the most commonly used leaves in the contract. Employees should **refer to the collective agreement for specific wording** on all available leaves.

<u>C.A. Article No.</u>	<u>Type of Leave</u>	<u>General Information</u>
G.20	Sick	This leave covers illness of the employee not doctor/dentist appointments unless covered under G.2.7. A doctor's note is required after 5 days absence.
G.22	Paternity	Maximum 5 days leave is permitted; the first 2 days are with pay and subsequent days are with pay less the cost of a teacher-on-call.
G.4	Bereavement	Five days leave with pay at the time of bereavement of the teacher's spouse, or the teacher's or teacher's spouse's parent, grandparent, sibling, child or grandchild.
G.24	Compassionate Leave	Up to 3 days leave shall be granted during the year, with pay less the rate of pay of a teacher-on-call, for critical illness as specified in G.4 above.

PLEASE NOTE: THE FOLLOWING SHORT-TERM LEAVES REQUIRE PRIOR APPROVAL

G.2	Compassionate Care Leave	Where a family member has a serious medical condition with a significant risk of death within 26 weeks. Employment Insurance can be applied for in conjunction with up to 8 weeks of employer top-up.
G.2.7	Medical Service in Vancouver	Utilization of medical or dental services in Vancouver when it is necessary - maximum of 5 days allowed to be charged against accumulated sick leave. It is considered necessary when services are not sufficient or available on the Sunshine Coast.
G.21	Maternity	A doctor's note indicating the anticipated date of birth is required. A pregnant employee is entitled to 17 weeks of pregnancy leave and 35 weeks of parental leave. A birth father or adoptive parent is entitled to 37 weeks of parental leave. Although the leave is unpaid Employment Insurance can be applied for.
G.27	Special	Special Leave being any leave not otherwise covered in this agreement. Five days leave may be allowed in any school year subject to approval. Leave would be with pay less the cost of a TTOC.
G.28	Discretionary	Provided a satisfactory TTOC, if required, is available, 1 day with pay shall be granted each school year upon application.
G.5	Unpaid Discretionary Leave	An employee may apply for up to three days of <u>unpaid</u> discretionary leave each year.
G.31	Other Leaves	Leaves in addition to those above may be granted. Decisions as to whether leave will be granted, and whether leave would be paid or unpaid, would be based on the individual circumstances and made on a without prejudice basis.
G.3	Family Responsibility	Five days of unpaid leave during each employment year for the care, health or education of a child in the employee's care or the care or health of any other member of the employee's immediate family.