



## Quick Reference Teacher Leaves

### Discretionary – G.24 (dispatch code 1104)

Teachers are entitled to 3 discretionary days per year at the cost of a TTOC (\$346.19 for 22/23).

*Newer Teachers or Teachers under category 5 step 8 on the salary scale should choose G.5 (below) for less deduction of pay.*

### Unpaid Discretionary – G.5 (dispatch code 1119)

Upon request a teacher shall be granted 3 days of unpaid discretionary leave, subject to availability of replacement.

**G.5.3 -The combination of this provision with any other same provision (G.24 & G.5) shall not exceed 3 days.**

### General – G.25 (dispatch code 1106)

- Leave without pay to a maximum of 5 days in any school year will be granted for various \*reasons
- The leave must be approved in advance.

### Family Emergency – G.23

- In cases of unexpected illness or injury to a teacher's immediate family (living in the household or parents/in law), one paid day will be allowed. For example, a scheduled surgery of an immediate family member does not fall into this category nor does a family emergency like flooding. It cannot be booked in advance.
- You must identify the family member and circumstance. Please provide SHORT details, including family relationship, and specify the unexpected family emergency

### Family Responsibility – G.3

Teachers are entitled to up to 5 days of unpaid leave during each employment year to meet responsibilities related to the care, health, education of a child or employee's immediate family.

### Bereavement (immediate family)– G.4

Five (5) days of paid leave shall be granted in each case of death of a member of the employee's \* immediate family.

- The teacher must indicate the family relationship so that we can approve it based on the list in the collective agreement.
- 2 additional days of paid leave may be granted for travel purposes outside of the local community to attend the funeral and they notify HR of their destination.

### Bereavement (family member) – G.4.5 (dispatch code 1101)

For death of a family member \* not covered by article G.4, 3 days unpaid leave may be requested.

- Additional leave of up to 2 days may be granted for travel when required and they notify HR of their destination.
- Attendance at funerals outside of a family member should be requested under article G.25 General Leave.

### Compassionate – G.22 (dispatch code 1103)

- A maximum of 3 days, with pay, may be granted. Compassionate leave is defined as: Leave made necessary by the teacher's inability to perform their normal teaching duties due to suffering or distress resulting from danger to, injury to, or impending death of a loved one.
- Compassionate leave can only be granted prior to the death, it cannot be used after someone has died. Once death has occurred then bereavement leave must be used if applicable.

### Cultural – G.11

Aboriginal employees may request up to five (5) paid days per year leave with seven (7) days written notice from the employee to participate in Aboriginal Cultural event(s).

### Jury Duty/Legal Appearances – G.26

Teachers are entitled to full pay, for jury duty, to act as a court witness, or to serve on a coroner's jury

- Jury Summons/Notice(s) must be submitted to HR

### Paternity – G. 27

The Board will grant leave of absence, with pay, to a teacher to attend the birth of their child.

### New Teacher Days– D.28

- A beginning teacher shall be provided with up to 5 days of teacher on call time for preparation, professional development, and mentoring activities.
- This leave must be requested and approved in advance and is subject to availability of replacement.

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### Professional Development– Article F.1

CVTU (dispatch code 2600)

LCTA (dispatch code 2601)

A teacher must get approval from the Local's professional development committee in order to charge the TTOC costs for the teacher's Pro-D.

### Union Business– Article G.6.6

CVTU (dispatch code 1117)

LCTA (dispatch code 2602)

BCTF (dispatch code 2603 )

Any union member shall be entitled to a leave of absence with pay as authorized by the local union or BCTF and shall be deemed to be in the full employ of the board.

### Remedy - current School Year (dispatch code 2800)

For remedy accrued in the current school year

### Remedy for 2021/22

CVTU (dispatch code 2865)

LCTA (dispatch code 2866)

For remedy accrued prior to this school year (funds held/administered by the union)

## Extended Leaves

### Sick (Medical) Leave – Article G.21

- Teachers who are unable to work for a period greater than 5 days due to illness will need to provide documentation from a medical practitioner to support their illness. For longer term illnesses, please email Gina Kueber Health & Wellness Manager at [gkueber@sd79.bc.ca](mailto:gkueber@sd79.bc.ca) or 250-748-0231 ext 266.
- When planning to return after being off sick, the teacher is required to give 1 working day notice for each month they are off to a maximum of 14 working days.

### Maternity/Parental Leave – Article G. 30/31

- An expecting teacher can request a maternity leave by sending a letter (e-mail) to HR at [hreducation@sd79.bc.ca](mailto:hreducation@sd79.bc.ca). Requesting the leave start date and whether they will be taking the 12 or 18 month maternity leave.
- The request should be accompanied with documentation from a medical practitioner that indicates due date
- For payroll or benefit questions on Maternity G.30 / Parental leave G.31 / Adoption G.28 leaves, please contact Breanne Heslop in the payroll department at Ext. 211 or by e-mail at [bheslop@sd79.bc.ca](mailto:bheslop@sd79.bc.ca).
- If unable to work up to due date, please refer to Sick (Medical) Leave above.

### Compassionate Care – Article G.2

**See Provincial Article G.2 for longer term compassionate care offered by EI** to provide care or support for a family member that is terminal. The employee may be able to receive a salary top up (up to 8 weeks) if their EI claim for compassionate care is approved. Please contact HR/Payroll if you apply for this benefit so that we can advise you regarding eligibility and our process.

### Extended Leave – Article G.29

Requests for leave of absence for a period of five (5) months or more, must be submitted sixty (60) calendar days prior to the date on which the requested leave would commence. Extended leave of absence will be granted to a teacher based on the \*criteria, with the leave period to coincide with a natural break or semester, unless the employer and employee mutually agree otherwise.