

Q&A – Leaves of Absence (for personal reasons)

Question: I would like to take a teaching day off for a wedding, family responsibility, child’s graduation (or other personal reason) what type of leave of absence can I apply for?

Answer: You have three (3) leave of absence options available to you:

1. Apply for a Teacher Leave, or
2. Apply for an Unspecified Leave, or
3. Apply for Personal Leave.

	First Step - Request Leave in HR Self Service	Next Step - Log Absence in SmartFind Express	Cost for a day of Leave	Shall/May be granted	Provide a reason for the Leave
Option 1: Teacher Leave	Yes	Yes	None	Shall/May*	No
Option 2: Unspecified Leave	Yes	Yes	\$222.00	Shall	No
Option 3: Personal Leave	Yes	Yes	\$222.00 (day 1)	May	Yes
If Personal Leave is for more than one (1) day			75% of teacher's daily salary (days 2-5)		
			1/200th of teacher's annual salary (days 5 +)		

Option 1: You may take a Teacher Leave day without cost to you as noted in the above chart, once during a school year. There are times during the school year when it may not be granted - see below. To apply for a Teacher Leave, enter your request in HR Self Service, using the correct Leave code. Once approved, you will log your absence in SmartFind Express.

6.13 Teacher Leave. Effective September 1, 2014, a teacher, upon application to the Superintendent or designate, shall be granted one (1) day leave with pay during a school year. The cost of the Guest (Substitute) Teacher shall be paid by the District.

The one (1) day leave with pay will not be granted:

- during Teachers' Convention;
- on Faith Day;
- on Professional Development days;
- on Parent/Teacher days;
- on District Teacher Organization days;
- on School Special Event days; and
- to extend any holiday periods.

*The District may limit the number of teachers granted one (1) day leave with pay on any given day so as not to have any negative effect on District operations. Teachers cannot use the day to extend a holiday period, namely, Christmas Break, Easter Break and the summer period. Teachers can use the day to a long weekend, i.e. Thanksgiving Day or Victoria Day.

This clause is applicable to all teachers, including teachers who are in receipt of a salary Allowance, as set forth in Article IV. Part-time (0.5 FTE) teachers shall be granted one-half (1/2) day leave with pay during a school year.