



APPENDIX A

5 – 14.02 SPECIAL LEAVES

The following is the local arrangement between the board and the union regarding the distribution of the eight (8) days of special leave granted by virtue of clause 5-14.01 of the Provincial Entente. It shall therefore replace clause 5-14.02 of the Provincial Entente.

DEFINITIONS: For the purposes of this clause:

- **IMMEDIATE FAMILY** shall mean: child, step-child, spouse, parent, brother, sister, grandchild; also any person permanently domiciled in the house of the teacher.
- **EXTENDED FAMILY** shall mean: parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparent, aunt, uncle, niece, nephew.

A teacher shall be granted an **annual maximum of:**

- a) five (5) consecutive workdays for death in the immediate family. Up to two (2) more days may be used in case of required travel (more than 500 km). Two (2) of the five (5) days may be used at a later date for burial, memorial service, estate settlement, etc. If a second death occurs, up to three (3) days of any days remaining of the eight (8) days may be taken.
- b) five (5) consecutive workdays for the marriage of the teacher, provided that such a leave does not extend a holiday or school break of five (5) or more consecutive days;
- c) four (4) urgent personal business days to cover the events listed below which oblige the teacher to be absent from work:
 - a maximum of one (1) day per school year for:
 - i) graduation from university in the immediate family, including the teacher – the day of the event;
 - ii) a moving day (for the purposes of moving his or her furniture or personal effects to a new domicile) – the day of the event. A change of address notification must be attached to the absence certificate;
 - iii) the teacher becoming a Canadian citizen – the day of the event;
 - iv) an Act of God (earthquake, fire, flood, etc.);

- v) medical appointment – required specific tests, a specialist consultation, or a day surgery for the teacher or a member of the immediate family. A medical certificate may be requested by administration;
 - vi) other medical reasons – can be taken only when all annual sick days have been used. A medical certificate may be requested by the administration;
 - vii) urgent confidential business, must not extend a holiday
- d) up to three (3) workdays where the critical illness of a member of the teacher's immediate family requires the presence of the teacher during working hours at either the medical institution or the domicile where the critically ill person is being tended to. A medical certificate shall be provided which illustrates the need for the presence of the employee during working hours. These days may also be used to visit a care facility with a view to placement. Appropriate documentation may be required;
- e) three (3) workdays for a death in the extended family – two (2) of the three (3) days may be used at a later date for burial, memorial service, estate settlement;
- f) a maximum of three (3) workdays for the observance of the following religious Holy Days provided the teacher is an active follower of that religion, and providing that he or she has notified the school administration in writing within one (1) week of the first (1st) working day for teachers, or the signing of this clause, using the authorized form (Appendix H) available in his or her school office.
- Jewish Faith: Rosh Hashanah, Yom Kippur
 - Eastern Orthodox Christian – Julian Calendar: Christmas Day, Good Friday
 - Eastern Orthodox Christian – Gregorian Calendar: Feast of Annunciation, Good Friday
 - High Holy Days of other recognized organized religions to which the teacher can prove affiliation;
- g) one (1) day for a marriage in the immediate family;
- h) one (1) day for the birth of a grandchild;
- i) the day of the baptism (similar religious event) of a child in the immediate family;

Where a clause indicates consecutive workdays, this type of leave can only be used once per school year – it cannot be taken one (1) day at a time with the exception of items (a) and (e) above.

A teacher making use of special leaves shall provide the school administrator with as much advance warning as possible. An advance notice of a minimum of twenty-four (24) hours shall be given except in emergencies.

Specific reasons for the absence shall be provided on the absence certificate by the teacher except for the one (1) day allotted for urgent confidential business.

All special leave days may be utilized as **either half days or full days only.**