



# Prairie Rose School Division Request for Leave – Support Staff

NOTE: Request to be completed at least 4 weeks before leave starts except in emergency situations

## SUPPORT STAFF REQUEST

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Work Location: \_\_\_\_\_ Date of Leave: \_\_\_\_\_  
 Substitute Required?  Yes  No  A.M.  P.M. Time away from: \_\_\_\_\_ to \_\_\_\_\_  
 Spare Driver: \_\_\_\_\_ Leave:  Paid  Unpaid

### TYPE OF LEAVE (see reverse for details)

<input type="checkbox"/> 1. Vacation	<input type="checkbox"/> 6. Jury / Witness Duty
<input type="checkbox"/> 2.a. Sick Leave	<input type="checkbox"/> 7. Bus Driver Witness Leave
<input type="checkbox"/> 2.b. Medical / Dental / Other Health Care	<input type="checkbox"/> 8. Leave to Write Examination
<input type="checkbox"/> 2.c. Family Medical – Specify Nature & Family Relationship	<input type="checkbox"/> 9. Maternity / Parental / Adoptive Leave
<input type="checkbox"/> 3. General Leave/Leave of Absence w/o pay (letter to Superintendent/CEO is required)	<input type="checkbox"/> 10. Personal Leave
<input type="checkbox"/> 4. General Leave for Bus Drivers	<input type="checkbox"/> 11. Staff Development
<input type="checkbox"/> 5. Bereavement Leave – Specify Relationship	<input type="checkbox"/> 12. Divisional Committees _____ (see reverse)
	<input type="checkbox"/> 13. Miscellaneous (include details)

Details: \_\_\_\_\_

### CUPE/Local 4701 (see reverse for details)

Local 4701 (Labour Management)  CUPE Business Leave (Workshops & other union business ie. Negotiations, site visits, or site-based WHS)  
 CUPE to be Charged for Union Activity  Yes  No  
 Title: \_\_\_\_\_ Location: \_\_\_\_\_  
 Detail: \_\_\_\_\_

\*\*\*\* \_\_\_\_\_ \*\*\*\*  
**Employee Signature** **Date**

### ADMINISTRATOR / SUPERVISOR RECOMMENDATION

Recommend Leave Be:  Granted  Denied  
 Reason \_\_\_\_\_  
 \_\_\_\_\_  
 Administrator Signature  
 \_\_\_\_\_  
 Date

### DIVISION OFFICE COMPLETION

Leave  Granted  Denied  
 Reason \_\_\_\_\_  
 Paid  Unpaid  
 \_\_\_\_\_  
 Division Office Signature  
 \_\_\_\_\_  
 Date

*In the case of a dispute over the information in these summaries and the wording in the collective agreement, the wording in the collective agreement will prevail.*

*For office use only*  
 Name of substitute/spare: \_\_\_\_\_  
 ENTERED: Binder

## **CUPE Collective Agreements – Support Staff**

### **1.0 Vacation Leave**

All 12-month Employees will be entitled to Vacation Leave each year based on continuous years of service on June 30<sup>th</sup> of each year, as follows:

- 1 year – 10 days' vacation
- 4 years – 15 days' vacation
- 10 years – 20 days' vacation
- 18 years – 25 days' vacation

10-month Employees will receive vacation pay on each pay.

### **2.0 a.) Sick Leave**

Sick leave means the period of time an employee is absent from work with full pay, by virtue of being sick or disabled or because of an accident for which compensation is not payable under the Workers' Compensation Act.

- 2 days of sick leave for every month of actual service and shall not exceed 20 days in any school year to a maximum of 115 days. A medical certificate may be required if sickness is more than three days.

### **b.) Medical / Dental / Other Health Care Leave**

An Employee may take time to attend medical appointments and shall make every effort to schedule appointments outside of school hours. Where medical leave can only be taken during school hours, such leave will be granted and counted against accumulated sick leave.

### **c.) Family Medical Leave**

An Employee shall be granted up to 4 days per year of compassionate medical leave to attend to medical appointments, illness or injury in the immediate family of the employee which required immediate action on behalf of the employee. (Immediate family shall include the employee's spouse, parents and children). Such leave will be counted against accumulated sick leave.

### **3.0 General Leave/Leave of Absence**

An Employee may be granted a leave of absence without pay where such leave is for sufficient cause. The Superintendent may approve such leave requests upon written submission.

### **4.0 General Leave for Bus Drivers**

Recognizing the unique circumstances of the bus driver position, the Board may grant an extended leave of absence without pay to a Bus Driver subject to conditions.

### **5.0 Bereavement Leave**

An Employee shall be granted up to 4 paid regularly scheduled consecutive work days leave in the case of death (spouse, child, parent, sibling, parent-in-law, children-in-law, sibling-in-law, step-parent, step-child, grand parent, grandchild, court appointed ward and court appointed guardian). An Employee shall be granted up to 1 paid regularly scheduled work day to attend the funeral of an aunt, uncle, niece or nephew.

### **6.0 Jury / Witness Duty Leave**

An Employee summoned for jury or witness duty shall be granted a paid leave for the required period of absence. Remuneration awarded by the court shall be remitted by the Employee to the division.

### **7.0 Bus Driver Witness Leave**

A Bus Driver may be required to attend court as a result of having reported a traffic offence – the Driver will be granted paid leave to attend court. The division will pay for mileage with pre- authorization by the Supervisor, Operations.

### **8.0 Leave to Write Examination**

An Employee shall be granted paid leave to write examinations to upgrade employment qualifications, where such upgrading will benefit the division. The length of time is at the discretion of the Administrator / Supervisor.

### **9.0 Maternity / Parental / Adoptive Leave**

Leave shall be granted in accordance with the provisions of the Employment Standards Code.

### **10.0 Personal Leave**

An employee is entitled to one (1) day of leave with pay in each school year at time agreed to by the employee and his/her immediate supervisor. Unused Personal leave may be accumulated from year to year to a maximum accumulation of 3 days, but with no more than 2 taken consecutively.

### **11.0 Staff Development**

An Employee may apply for, or be requested to attend a program of professional development or a specific training program. Such leaves are at the discretion of the Administrator and / or Superintendent. A leave request is not required if employee is attending a Division or School based in-service.

### **12.0 Divisional Committees**

- Divisional Workplace Safety and Health Committee (WD)
- Priorities 3, 4, & 5 Committee (P3)

### **Local 4701 Leave / CUPE Business Leave**

An Employee shall have the right to represent the union as a delegate or appointee – no more than 4 employees from the division shall be allowed to do so at any given time. Such leave will not exceed 20 days. The union will reimburse the division for wages and benefits for such time away.

An Employee may be granted up to 1 year leave if elected or selected to a full-time position with CUPE. The union will reimburse the division for wages and benefits for such time away.

- Local 4701 includes Labour Management such as CUPE Liaison committee meeting, shop steward representation at a grievance, and/or arbitration hearings.
- CUPE Business Leave includes workshops & other union business such as negotiations, site visits, or site-based WHS.