



# Prairie Rose School Division Request for Leave – Professional Staff

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

## TEACHER REQUEST

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 School: \_\_\_\_\_ Date of Leave: \_\_\_\_\_  
 Supervision:  Yes  No Type of supervision: \_\_\_\_\_ Time away from: \_\_\_\_\_ to \_\_\_\_\_  
 Substitute Required?  Yes  No  A.M.  P.M.

## TYPE OF LEAVE (see reverse for details)

- |  |   |
|--|---|
| <input type="checkbox"/> 1.a. Sick (more than 3 days) (SK)   | <input type="checkbox"/> 8. Bereavement (BR) – Specify Relationship in Details                              |
| <input type="checkbox"/> 1.b. <b>Sick Leave – COVID-19 (SV)</b>                                    | <input type="checkbox"/> 9. Jury/Witness Duty (JW)  |
| <input type="checkbox"/> 2. Medical / Dental / Other Health Care (MA) (DA) (OH)                    | <input type="checkbox"/> 10. Major Religious Holiday (MR) (letter required)                                 |
| <input type="checkbox"/> 3. Compassionate Medical Leave (MC)- Specify Relationship in Details      | <input type="checkbox"/> 11. Credit Course Examination (CC)   |
| <input type="checkbox"/> 4. Personal (PR)  | <input type="checkbox"/> 12. Misc Leave (AP/LN/LP) _____  |
| <input type="checkbox"/> 5. Extra-Curricular Day (XC) (attach Extra-Curricular Hours form)         | <input type="checkbox"/> 13. <b>COVID-19 (include details, ie. work from home) (V9)</b>                     |
| <input type="checkbox"/> 6. Maternity/ Parental/ Adoptive (letter required) (circle one) (MP) (AD) | <input type="checkbox"/> 14. <b>COVID-19 Leave no pay (inc details, ie. travel outside guidelines) (VN)</b> |
| <input type="checkbox"/> 7. Birth of child/Adoption (circle one) (BA)                              |   |

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

## OFF-SITE ACTIVITIES AND TRIPS (see reverse for details)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Co-curricular trips <sup>B</sup> (FT)           | <input type="checkbox"/> Extended trip <sup>C</sup> (FT)     | <input type="checkbox"/> Extra-curricular (Sports(K-8)/Drama/Music etc) <sup>A</sup> (XT) |
| <input type="checkbox"/> Senior Years Athletics (9-12) <sup>D</sup> (SP) | <input type="checkbox"/> Provincial Sports <sup>E</sup> (PS) |   |

Location: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 Curriculum outcome: \_\_\_\_\_

## MTS / PRTA LEAVE (see reverse for details)

MTS (MT)  PRTA (PT) Title: \_\_\_\_\_ Location: \_\_\_\_\_  
 Description: \_\_\_\_\_  
 Sub Costs to be Reimbursed:  Yes  No If yes, by whom:  MTS  PRTA

\*\*\*  
 \_\_\_\_\_  
**Employee Signature** \_\_\_\_\_ **Date**  
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### ADMINISTRATOR RECOMMENDATION

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

### DIVISION OFFICE COMPLETION

Leave  Granted  
 Denied  
 Reason \_\_\_\_\_  
 Paid  Unpaid  Sub-Rate  
 \_\_\_\_\_  
 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: \_\_\_\_\_

ENTERED: Bellamy  Binder  Sharepoint  Principal's Absence Report

Updated: October 6, 2020

## PRTA Collective Agreement – Teachers

### 1.a. Sick Leave

A Teacher will be granted sick leave when the Teacher is unable to be at work and perform regular duties because of illness or injury or medical leave. A teacher shall be entitled to sick leave not exceeding twenty (20) teaching days in any school year. Where the employment of a teacher is continued for more than one (1) year, the unused portion of the sick leave in any year(s) shall be carried forward and accumulated from year to year with a maximum accumulation of 130 days (effective September 2017). Teachers on a fixed term or on a part time contract shall be entitled to sick leave on a pro-rata basis. The Division may request that a teacher provide a medical certificate.

### 1.b. Sick Leave – COVID-19

If sick leave is accessed due to COVID-19 and the employee is unable to work from home, an RFL is required and the reason code should be Sick Leave – COVID-19

### 2. Medical / Dental / Other Health Care Leave

A Teacher 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.

### 3. Medical Compassion Leave

A Teacher shall be granted up to 4 days of compassionate medical leave to attend to each case of life threatening illness or injury in the immediate family of the teacher (spouse, parents, sons, daughters, brothers and sisters and wards). Such leave will be counted against accumulated sick leave.

### 4. Personal Leave

A Teacher shall be allowed two days of paid leave per school year, upon authorization by the Superintendent. One day may be carried over to the next school year for an overall accumulation of three days. No more than two consecutive days of Personal leave may be granted at one time. Leaves shall not be used to extend summer breaks unless authorized by the superintendent or designate and shall not be used during Administrative or In-service days. The RFL shall be submitted to the superintendent and where possible such application shall be made at least one (1) week prior to taking the leave.

### 5. Extra-Curricular Day

A Teacher who participates in extra-curricular activities shall be entitled to paid leave of two days or 4 half days per school year, non-cumulative. He/she must perform at least 25 hours of extra-curricular duties in that school year for ½ day or 50 hours for a full day. A teacher may carry over one day to the following school year. An extra-curricular activity is an activity which has received prior approval from the school principal. If there are areas of question, the school principal will consult with the superintendent.

### 6. Maternity / Parental/ Adoptive Leave

Every female Teacher shall be entitled to unpaid **maternity** leave – 17 weeks. Every teacher shall be entitled to unpaid **parental** leave – 37 weeks. See Supplementary Employment Benefits – Article 14.04

### 7. Birth or Adoption of Child

Every teacher shall be allowed one paid day leave upon the birth or adoption of each child with their spouse or common-law partner. Article 14.05.

### 8. Bereavement Leave

A Teacher shall be granted up to four (4) paid regularly scheduled consecutive work days leave in the case of death (spouse, child, parent, sibling, parent-in-law, children-in-law, step-parent, step-child, grandchild, court appointed ward and court appointed guardian). A teacher shall be granted up to two (2) paid regularly scheduled consecutive work days leave in the case of death (sibling-in-law, grandparent of teacher or spouse). A teacher shall be granted up to one (1) paid regularly scheduled work day to attend the funeral of an aunt, uncle, niece or nephew of the teacher or spouse. A teacher shall be granted up to one (1) regularly scheduled work day to attend as a pallbearer. Paid leave will not be given to an employee listed as an honorary pallbearer.

### 9. Jury / Witness Duty Leave

A Teacher 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 deducted from the teacher's gross monthly pay.

### 10. Major Religious Holiday Leave

A Teacher shall be granted 3 paid days of leave per school year for major religious holidays observed by the teacher and designated as a day of obligation by the teacher's religion. A teacher must provide notice of the holidays prior to September 30<sup>th</sup>...failing to give notice, they will receive the days leave unpaid.

### 11. Credit Course Examination Leave

A Teacher shall be granted 1 paid day for each credit course examination related to improvement of professional / academic standing, written during school hours to a maximum of 2 examinations per year.

### 12. Misc Leave

Please indicate the type of leave being taken.

AP – Acting Principal                      LN - Teacher Leave without Pay                      LP – Teacher Leave with Pay

### 13. COVID-19 – Work from Home

If the employee can work from home an RFL is required and the reason code should be COVID-19 with an explanation

#### Off-Site Activities and Trips

- Extra-curricular trips generally involve a number of trips organized around a particular program such as sports, drama or music, over a period of time. Extra-curricular trips must meet all the applicable requirements of Administrative Procedure #207.
- Co-Curricular trips (field trips) usually consists of a single outing of one day with specific purposes and destination(s) as an extension to the Manitoba curriculum. Co-curricular trips must meet all the applicable requirements of Administrative Procedure #207
- Extended Trips include any and all extra-curricular trips and co-curricular trips that involve overnight stays, out-of province travel, or out-of-country travel as per Administrative Procedure #207.
- Senior Years Athletics consists of grades 9-12 sporting events. High schools will be required to cover substitute teacher costs for teacher absences due to coaching responsibilities.
- Provincial Sports consists of grades 9-12 sporting events where as the sporting team has made it to the provincial level of playoffs

#### MTS/PRTA Leave

A Teacher, being a member of the MTS/PRTA Executive Committee, or of the Executive Committee of any branch, or of any special committee of the Society or being appointed an official representative or delegate of the Society. A Teacher shall have the right to attend MTS meetings or act as a delegate to a meeting provided a substitute teacher can be secured and the cost of the substitute teacher shall be borne by MTS/PRTA.