

APPLICATION FOR LEAVE

(other than personal illness or leaves of absence)

Employee Name _____ School/Location _____

Employee Group

<input type="checkbox"/> ETFO Elementary Teacher - Permanent	<input type="checkbox"/> OSSTF Secondary Teacher - Permanent		
<input type="checkbox"/> ETFO Elementary Teacher – Occasional*	<input type="checkbox"/> OSSTF Secondary Teacher – Occasional*		
<input type="checkbox"/> ETFO - ESP	<input type="checkbox"/> ETFO - SSC	<input type="checkbox"/> OSSTF - ECE	<input type="checkbox"/> OSSTF - Office Manager
<input type="checkbox"/> CUPE 1321	<input type="checkbox"/> CUPE 1247	<input type="checkbox"/> Other _____	

Date(s) Absent _____ No. of Leave Days _____

I hereby apply for leave in accordance with the provisions of the applicable Agreement and Board Administrative Policy 426.

- A. **SPECIAL LEAVE – MAXIMUM 5 DAYS PER YEAR WITH PAY (*Occasional teachers not eligible)**
- LEAVE WITHOUT PAY**

Reason for request for special leave or leave without pay:

B. **LEAVE NOT CHARGEABLE TO SPECIAL LEAVE OR SICK LEAVE ACCOUNT:**

Bereavement Leave – 3 day maximum – Funerals of immediate next-of-kin.

Please specify:

- Spouse (includes common-law and same-sex partners)
- Child (including step-child)
- Parent, Step-Parent, Guardian or Parent-in-Law
- Sibling or Sibling-in-Law
- Grandparent
- Grandchild

Inclement Weather (*see reverse for instructions/clarification*)

Details:

Court Appearances – Jury Duty or Subpoena to Witness – *Attach copy of court document*

Quarantine – Attach a doctor’s certificate for length of quarantine

Signature of Employee: _____

Date: _____

Principal/Supervisor: _____
(except ETFO)

Date: _____

Superintendent of Human Resources: _____

Date: _____

APPROVED

YES NO

Inclement Weather

- *The Board does not expect staff to risk their personal safety, but should make an honest attempt to report to his/her workplace.*
- *ETFO members (members) who are unable to travel to their workplace shall utilize the Automated Call-In System or the method currently used by members who do not have access to the Automated Call-In System and indicate Inclement Weather as the reason for absence.*
- *When extreme weather conditions prevent a member from traveling to his/her workplace there would be no charge to that employee's special leave account.*
- *Bus cancellations do not automatically ensure an inclement weather day.*
- *When conditions improve, making it safe for the member to travel, the member will report to his/her workplace and inform the school prior to their departure from home.*