

Ministik School & Moose Factory Island District School Area Board

APPLICATION FOR LEAVE: SUPPORT STAFF (OSSTF Union)

Employee Name: _____	Position: _____	Date of Request: _____
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	Type of Leave	Start Time: (AM/PM)	Start Date: (dd/mm/yy)	End Time: (AM/PM)	End Date: (dd/mm/yy)	Total Days/Hours:
<input type="checkbox"/>	Vacation Article L26.01 (Applicable for 12- month Employees only) <i>(Minimum of 2 weeks' notice required, subject to approval)</i>					
<input type="checkbox"/>	Sick Leave (Uncertified) Article L11.02 <i>(3 days or less, not extended after other Leave taken)</i>					
<input type="checkbox"/>	Sick Leave (Certified)* Article L11.01 <i>Attach Doctor's Note, Appointment Letter, other documents)</i>					
	Bereavement Leave Article L22.01 (Select type) Type: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C					
<input type="checkbox"/>	Compassionate Leave* Article L22.02					
<input type="checkbox"/>	Personal Leave* Article L22.05					
<input type="checkbox"/>	Federation Leave* Article 23					
<input type="checkbox"/>	Quarantine Leave Article 24					
<input type="checkbox"/>	Other Paid Leave* (Specify Below) <i>(Responsibility Leave, Day In-Lieu, Overtime - Compensatory Off, Jury Leave, etc.)</i> _____					
<input type="checkbox"/>	Leave Without Pay (explain) includes Article 25 & 30 _____					
<input type="checkbox"/>	Attendance at Grievance Meetings* Article 27.12					
<input type="checkbox"/>	In-School professional Activity with Release Time*					
* Attach supporting documents with leave Form where applicable.					TOTAL:	

I request leave as stated: _____

Employee Signature

Date

For OFFICE USE ONLY:

Admin & Payroll Assistant <input type="checkbox"/> With Pay Leave credits available: <input type="checkbox"/> Without Pay YES or NO <input type="checkbox"/> Relevant Document attached: YES /NO/ NA	Verified By: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended Reason for Denial: _____ _____ _____	Approved By: <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved Reason for Denial: _____ _____ _____
Signature: _____ Date: _____	Signature: _____ Date: _____	Signature: _____ Date: _____

All Leave forms MUST be applied in writing.
 * If you require EMERGENCY Leave (i.e., if you call in sick), please complete the Leave Form immediately upon returning to work.
 * All Personal leave is subject to the approval of the Board before commencing of Leave.
 * Submit all leave forms to your supervisor, which will be forwarded to the Principal/Business Administrator for approval

NOTE: Notification and Approval Authority:
 1) Vice-Principal/Principal - School Admin, EAs & ECEs 2) Maintenance Supervisor/Business Administrator – Maintenance & Custodial Staff.

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As per OSSTF Collective Agreement - Sept 1, 2014 to Aug 31, 2017				
Article # & Leave Type:	Subject to Coverage:	Minimum Days' Notice:	Maximum # of Days/School Year:	Supporting Documents Required and Comments:
A:				
All Permanent and Term Support staff: (upon successful completion of Probation Period)				
Article 11 _ Sick Leave				
Article L11.02 _ Sick leave – Uncertified	NA	NA	11 days leave at 100%	Not required for up to 03 continuous days of leave.
Article L11.01 _ Sick Leave -Certified a) Illness (beyond 03 continuous working days of Leave) b) Medical Appointment(s)_ Local and out of town	NA	a) Inform Supervisor before start of day's work and provide Medical Note b) Immediately upon confirmation of appointment.	& 120 days @ 90%.	a) Mandatory Medical / Doctor's Certificate to be submitted immediately upon return to work. b) Appointment Letter(s) to be submitted prior to scheduled appointment date wherever possible.
Article L22.01 _Bereavement Leave				
L22.01a _ Type A – upon death of Spouse, child, grandparent, grandchild or any other member of the Employee's Household.	NA	NA	05 days + 02 Travel days (Additional 05 days may be charged to Sick Leave)	
L22.01b _ Type B – upon death of Spouse's sibling, grandchild and parent of a spouse.	NA	NA	03 days + 02 Travel days	
L22.01c _ Type C –to attend funeral of an aunt, uncle, niece, nephew or first cousin.	NA	NA	02 days	
Article L22.02 _ Compassionate Leave For critical illness of a spouse, child, grandparent, grandchild, parent or guardian of an employee.	NA	NA	Max of 05 days (+ 02 Travel days for out-of-town travel). (Additional 05 days may be charged to Sick Leave)	Brief description of the circumstances to be submitted prior to leave.
Article L22.03 _ Jury or Court Witness Leave	NA	Immediately upon receipt of legal notice.	NA	a) Copy of Summons/Subpoena to be submitted prior to leave. b) Court certificate signed by a Court Representative testifying to presence at court.
Article L22.04 _ Examination leave (Only available once per school year.)	Yes		Max. of 01 day (+ 02 Travel days for out-of-town travel)	
Article L22.05 _ Personal Leave (cannot be used to extend a designated school holidays like Christmas, Hunt Breaks, summer holidays etc., unless a suitable replacement is found)	Yes	To be applied before leave date.	Max of 05 days or deduction from Sick Leave Credits	
Article L22.06 _ Pregnancy & Parental Leave Article L22.08 _ Parental Leave - Father	NA		a) Not less than 08 weeks with full pay. b) Greater than 08 weeks – deducted from Sick Leave. c) 01 Day for the Father on the birth of his child.	Refer to Whole Section under Article L22.06 of current Collective Agreement for more details.
Article 24 _ Quarantine Leave – due to exposure to communicable disease the Employee is required to Quarantine (at hospital or home).	NA		Separate Leave, NOT to be deducted from Sick Leave credits.	Submit Leave Form along with Leave Requests requiring travel Out of Town.
Article 25 _ Extended Leave of Absence without Pay – up to 01 Year for an Employee with the Board for at least 03 yrs.	NA	Min. 01 Months' notice. (May be applied only once within any 5-year period.)		Will be Leave Without Pay (LWOP). Maintains Seniority. May remain enrolled for Benefits if Employee agrees to pay full premium cost.
Article 27.012 _ Grievance Mediation Leave	NA	Advance Notice wherever possible.		
Article 30 _ Education Leave – up to maximum of 02 Years for an Employee with the Board for at least 03 years.	NA		Max. 02 years. (Additional time may be granted on case-by-case basis)	Will be Leave without Pay (LWOP) or Benefits. Maintains Seniority
Article L12.06 _ Overtime Compensation – Accumulated Overtime can be taken either in pay or as time off.	Yes	Prior approval required, at the discretion of immediate supervisor.	No Limit. To be taken before beginning of New School Year or paid out.	Approval subject to operational requirements
B:				
For Permanent Full-Time Employees (Maintenance, Custodial and 12 Month Employees) only:				
Article 26 _ Vacation – excludes the 11 Statutory holidays and 01 Day in Lieu of	Yes	Min. 02 Weeks' notice for vacation Min. 5 days' notice for Remembrance Day i.e., Day in Lieu of.	01 to 60 months – 3 weeks 61 to 84 months – 4 weeks 85 to 119 months – 5 weeks 120+ months – 6 weeks OR As per Contract Agreements	a) All Permanent Full Time and Term employees are entitled to Statutory Holidays b) Part-Time employees shall receive 4% vacation pay only. c) for Non-Union Employees only
C:				
For Union Representatives Only:				
Article 23 _ Federation Leave - attending meetings and conferences for President or Designates	Yes	At least 10 calendar days' notice required.	a) Max 10 days/yr. for Federation Duties and, b) Max. 10 days /yr. for local Federation Duties	
NOTE: In case of any discrepancies, The Collective Agreement shall take precedence over the contents of this table.				