

Ministik School & Moose Factory Island District School Area Board

APPLICATION FOR LEAVE: TEACHING STAFF

Employee Name: _____	Grade/ Position: _____	Date of Request: _____
-----------------------------	-------------------------------	-------------------------------

	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"/>	Sick Leave (Uncertified) Article 17.01 <i>(3 days or less) (Attach Appointment Letter if required)</i>					
<input type="checkbox"/>	Sick Leave (Certified)* Article 17.02 a, b & c <i>(Attach Doctor's Note, Appointment Letter, other documents)</i>					
<input type="checkbox"/>	Bereavement Leave Article 16.01					
	Family Care Leave Article 16.01b & d <i>(Select type)</i> Type: <input type="checkbox"/> Child <input type="checkbox"/> Family Member					
<input type="checkbox"/>	Quarantine Leave Article 16.02b					
	Federation Leave* Article 16.03 <i>(Select type)</i> Type: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D					
<input type="checkbox"/>	Pregnancy/Parental/Adoption leave with pay* Article 18.0					
<input type="checkbox"/>	Personal Leave * Article 19.00a & b Type: <input type="checkbox"/> With Pay <input type="checkbox"/> Without Pay					
<input type="checkbox"/>	Other Paid Leave* <i>(Specify Below) (Jury/Court Duty, Univ. Exam, Graduation, Wedding, etc.)</i> _____					
<input type="checkbox"/>	Leave of Absence Without Pay* Article 16.05, 18.05 to 18.08, etc. _____					
<input type="checkbox"/>	Attendance at Grievance Meetings* Article 28.13 & 28.14					
<input type="checkbox"/>	In-School & Professional Activity with Release Time Article 14; <i>(copy of PA Committee Approval)</i>					
* Attach supporting documents with the 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 for 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 are 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: Vice-Principal/Principal

Ministik School & Moose Factory Island District School Area Board

As per ETFO Collective Agreement - Sept 1, 2019, to Aug 31, 2022

Article # & Leave Type:	Cover age:	Minimum Days' Notice:	Maximum # of Days/School Year:	Supporting Documents Required and Comments:
A:				
All Fulltime Permanent, Term and Long-Term Occasional TEACHING Staff:				
Sick leave – Uncertified Article 17.01	NA	NA	C6.1b) - 11 days leave at 100%	Not required for up to 03 continuous days of leave, except Medical Appointments.
Sick Leave - Certified Article 17.02a, b & c a) Illness (beyond 03 continuous working days of Leave) b) Medical Appointment(s) _ Local and out of town c) Extended Periods of Illness _ extending beyond one month	NA	a) Inform Supervisor before start of day's work and provide Medical Note b) Immediately upon confirmation of appointment. c) Once every month	& C6.1c) - 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. c) medical Doctor's Certificate no less than once per month.
Bereavement Leave Article 16.01 16.01a – upon death of spouse, child, stepchild, parent, step-parent, guardian, sibling, step-sibling, grandparent, grandchild, spouse's sibling, grandparent, grandchildren, or parent of spouse, or any other member of the teacher's household.	NA	NA	05 days + maximum of 03 Travel days	
Caregiver Leave Article 16.01b & d a) Sick Child _ for the care of a sick child. Minors under the age of 18 years of age and who reside with the teacher (i.e., birth child, foster child, child by adoption, stepchild, grandchild). b) Family Member _ for the serious or critical illness of a spouse, child, parent, or guardian of the teacher.	NA	NA	a) Max of 05 days b) 05 days + maximum of 02 Travel days	b) A brief description of the circumstances is required.
Leave of Absence Article 16.01e i) Examination _ writing a university exam ii) Graduation _ attending a graduation ceremony from a recognized secondary and/or post secondary institution for the teacher, the teacher's spouse and/or a child of the teacher iii) Birth _ the birth of teacher's child or grandchild iv) Court _ attending court as a party or as a person charged v) Wedding _ a wedding in the teacher's immediate family (father, mother, brother, sister, son and daughter).	Yes	Immediately upon receipt of Letter/date/Legal Document	1 day + Travel Time for each. For clarity, travel time will only be granted if necessary, and must not exceed one (1) day.	v) Limited to one leave per year
Adoption Leave Article 16.01c For the adoption of a child where adoption leave has not been granted.			03 days + maximum of 03 Travel days	
Jury or Court Duty Article 16.02a when a teacher is required to appear in court by reason of a summons to serve as a juror, or by reason of a subpoena to be a witness in any proceeding to which the Teacher is not a party or one of the persons charged.	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.
Quarantine Leave Article 16.02b due to exposure to a communicable disease the Teacher is required to Quarantine (at hospital/at home).	NA		Separate Leave, NOT to be deducted from Sick Leave credits.	Submit Leave Form along with Leave Requests requiring travel Out of Town.
Professional Leave Article 16.03a For members of staff who belong to Professional or First Nations organizations which require their attendance at meetings during the school day.	Yes	Notice in writing at least 10 teaching days prior to absence.	maximum of 05 days	Copy of the Letter requesting Attendance at meeting.
Personal Leave Article 19.00a for attendance to urgent personal business	Yes	subject to availability of an occasional teacher.	Max of 03 days with Pay Max of 02 days without pay	submit a written request, in reasonable detail, stating the reason(s) for the leave of absence
Pregnancy & Parental Leave Article 18.01 & 02 Paternity Leave Spouse Article 18.05 - Leave without pay Adoption Leave Article 18.06 – Leave without pay Additional Leave Article 18.07 & 08 – Leave with pay	NA	a) At least 4 weeks written notice	a) ends 63 weeks after it began, or an earlier day. b) 10 Days for the spouse on the birth of their child. c) Maximum of 10 Days. d) up to 2 school days	Refer to Whole Section under Article 18.0 of current ETFO Collective Agreement for more details.
Leave of Absence without Pay Article 16.05 – up to the end of the second school year after the leave began, for a teacher employed with the Board for at least 03 yrs. This leave may be granted for any reasonable purpose including: i) educational or professional development ii) participating in privately, or government funded projects relating to education iii) recovery from accident, disability, illness iv) personal or family reasons	Yes	Application in writing to the Board not later than April 15th of the year in which leave is to commence stating the purpose and duration of leave requested.		Maintains Seniority. May remain enrolled for Benefits if Employee agrees to pay full premium cost. Refer to Whole Section under Article 16.05 of current Collective Agreement for more details.
B:				
For Union Representatives Only:				
Federation Leave Article 16.03b, c & d b) Union Business _ purposes of Union related business c) Negotiating Committee _ for members of the Negotiating Committee only d) Union President/Vice President _ attending meetings and conferences for President or Designates	Yes	At least 10 Teaching days' notice required prior to absence.	a) Max 10 days/yr. for Federation Duties and, b) Max. 20 days /yr. for local Federation Duties c) Max. 30 days /yr. for Federation Duties	

NOTE: In case of any discrepancies, The Collective Agreement in effect shall take precedence over the contents of this table.