

PVNC Leaves

- A. We have two **paid** personal leave days per year in the local terms of our contract. To qualify for this, you must meet one of the nine reasons listed on the application form (see reverse). You need to fill out a separate form for each day requested.

ARTICLE 14 - PERSONAL LEAVE:

14.01 A teacher, upon application to the Director (or designate), may be granted two (2) days Personal Leave without loss of pay.

14.02 The Director (or designate) has the discretionary power to grant such additional Personal Leave with loss of pay or to refer the request to the Board.

- B. We also have one **unpaid** personal leave day. This is a “no questions asked” day.

ARTICLE 15 – SPECIAL LEAVE:

15.01 Request for Unpaid Personal Leave

A teacher, upon application to the Director (or designate), shall be granted one (1) day of unpaid Personal Leave without giving reason.

- C. Beginning in the 2016-7 school year, we have two potential “earned leave” days, one **partially paid** (paid at the OT rate), and one **unpaid**. These come from the central terms of our collective agreement, and are also “no questions asked.” These days are earned by taking (at least) one day less than the board average of paid leave days, including sick days, from the previous year. It is a large section; these are the most pertinent parts.

8. EARNED LEAVE PLAN

8.4 The board will communicate no later than October 15, 2015, the 2014/2015 board average annual rate of permanent teachers’ absenteeism by bargaining unit consisting of the use of paid sick leave, short-term disability, and other paid leave days excluding bereavement, jury duty, quarantine, association leave, long-term disability, and WSIB.

8.8 PPDs and unpaid days earned under 8.5 or 8.6 can be accumulated to a maximum of six (6) days.

8.9 Two (2) PPDs ... can be combined for a paid day (PD) off at full salary.

8.12 Teachers requesting to schedule the leave day(s) shall provide at least twenty (20) calendar days’ written notice of the requested days.

8.14 Leave day(s) requests shall not be denied subject to reasonable system and school requirements.

8.19 Leave day(s) requests are processed on a “first come, first served” basis.

8.20 Request for leave days on scheduled Professional Activity days shall not be denied.

8.21 Leave days may be used in conjunction with existing contractual provisions (e.g. Personal Days, other collective agreement leave provisions, etc.).

8.22 All written requests for leave days shall be processed by the school board and responded to in writing within ten (10) calendar days.

You must fulfill one of these nine reasons to be granted a **paid personal day**.

- Funerals which are not covered by bereavement leave provisions in the Collective Agreement or Terms and Conditions of Employment
- Out of town travel to funerals in addition to those covered by bereavement leave provisions
- Personal emergency such as home disaster, act of nature over which one has no control or other urgent and unforeseeable emergencies;
- Supporting a sick family member (spouse, sibling, child or parent) for illness or medical appointments
- Post-secondary graduation day or significant award ceremony for self, spouse or child
- Birth of a grandchild (one day only - for day of birth)
- Legal appointments for spouse, self, child or parent
- Examination for the improvement of teacher qualifications, provided exam may not be written outside of regular school hours. (OECTA only)
- Moving day for self or elderly parent

All of these leave requests can be found on the Board's "Hub,"

The screenshot shows the PIVNC HUB website interface. The left sidebar contains a navigation menu with the following items: Dashboard, Training, Organization, Forms, App Requests, and Support. A blue arrow points to the 'Forms' item. The main content area displays 'Your Training' with a list of training items: Windows 8.1 Training (by 2015-06-01), WHMIS (by 2016-08-31), and Concussion Awareness and Procedures (by 2016-06-24). Below this, there is a yellow notification box stating: 'Health and Safety Awareness Training is not an annual training requirement. If it is not showing on your assigned training, please verify you have completed it previously by viewing your "Completed Training"'. At the bottom, a red banner reads 'This application prefers'.

under "Forms."

The screenshot shows the 'Forms' page in the PIVNC HUB system. At the top right, there is an 'Archive' button. Below it, there is a search bar and a dropdown menu set to 'Show 10 entries'. The main content is a table with the following columns: Form Type, Subtype, Form Name, and Description. The table contains five rows of data:

Form Type	Subtype	Form Name	Description
Earned Leave	Partially Paid or Voluntary Unpaid	Earned Leave Form	
Time Off Requests	Paid	Personal Leave	Paid Personal Leaves - 1 Day Only
Time Off Requests	Unpaid	Personal Leave	Unpaid Personal Leaves - 1 Day Only
Time Off Requests	Unpaid	Leave of Absence	Leaves greater than 30 days
Time Off Requests	Unpaid	Unpaid Leave	Leaves greater than 1 day, less than 30 days

At the bottom left, it says 'Showing 1 to 5 of 5 entries'. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

- D. There are also two statutory (Employment Standards Act) leaves which are referenced in section 15 of the Central Terms of our agreement: **Family Medical Leave** and **Critically Ill Child Care Leave**. Each of these involves the teacher collecting EI, and then having his/her salary topped up to 100% with our Supplemental Employment Benefits (SEB) plan. The Board continues to pay its share of benefits under these leaves, and seniority continues to accrue. Each of these leaves requires specific medical information from a doctor, and has other requirements, some of which are outlined below.

Family Medical Leave

Family medical leave is unpaid, job-protected leave of up to eight weeks in a 26-week period. Family medical leave may be taken to provide care or support to certain family members and people who consider the employee to be like a family member in respect of whom a qualified health practitioner has issued a certificate indicating that he or she has a serious medical condition with a significant risk of death occurring within a period of 26 weeks.

Care or support includes, but is not limited to: providing psychological or emotional support; arranging for care by a third party provider; or directly providing or participating in the care of the family member.

The specified family members for whom a family medical leave may be taken are:

- *the employee's spouse (including same-sex spouse)*
- *a parent, step-parent or foster parent of the employee or the employee's spouse*
- *a child, step-child or foster child of the employee or the employee's spouse*
- *a brother, step-brother, sister, or step-sister of the employee*
- *a grandparent or step-grandparent of the employee or of the employee's spouse*
- *a grandchild or step-grandchild of the employee or of the employee's spouse*
- *a brother-in-law, step-brother-in-law, sister-in-law or step-sister-in-law of the employee*
- *a son-in-law or daughter-in-law of the employee or of the employee's spouse*
- *an uncle or aunt of the employee or of the employee's spouse*
- *a nephew or niece of the employee or of the employee's spouse*
- *the spouse of the employee's grandchild, uncle, aunt, nephew or niece*

Critically Ill Child Care Leave

Critically ill child care leave is unpaid job-protected leave of absence of up to 37 weeks within a 52-week period.

Critically ill child care leave may be taken to provide care or support to a critically ill child of the employee for whom a qualified health practitioner has issued a certificate stating:

1. *that the child is a critically ill child who requires the care or support of one or more parents, and*
2. *sets out the period during which the child requires the care or support.*

A "critically ill child" means a child whose baseline state of health has significantly changed and whose life is at risk as a result of an illness or injury. It does not include chronic conditions.... All employees who have been employed by their employer for at least six consecutive months ... may be entitled to critically ill child care leave, whether they are full-time, part-time, permanent or term contract.