



YORK CATHOLIC DISTRICT SCHOOL BOARD

APPLICATION FOR SPECIAL LEAVE OF ABSENCE FROM DUTY

OECTA STAFF ONLY (Permanent and Long Term Occasional Teachers)

It is the responsibility of the employee to enter their absence into SmartFind Express, once it has been acknowledged.

Teacher's Name _____ Employee Number _____

School _____ Position _____

Request for Special Leave of Absence from duty for the following period:

From: _____ To: _____ AM PM All Day # of Days _____

**Please refer to My Portal for personal balances prior to submitting a request for a leave of absence.
Note that failure may result in an unpaid day.**

Applicable Article of the Collective Agreement: _____

State in detail the reason for this request: _____

Absence Reasons that require completion of TCH12a:

Permanent teacher	9.06 Personal Day - York Unit CA - Article 9.06: Up to 2 days, no reason required; must be submitted 2 weeks in advance; may not be taken the day immediately before or after March Break and the Christmas Break.	Submit to Principal (form retained by school)	SFE Code 13 (entered by teacher)
Permanent teacher	Unpaid Leave – Greater than 1, less than or equal to 5 days - York Unit CA - Article 9.16: Submit form in <u>advance of any unpaid absence of greater than one (1) day</u> . Form is intended to inform school of upcoming absence and provide opportunity to pre-arrange coverage in accordance with collective agreement parameters.	Submit to Principal to inform of upcoming absence (form retained by school)	SFE Code 16 (entered by teacher)
Permanent teacher	Jury Duty / Subpoena - York Unit CA - Article 9.10: <i>A copy of the summons must be submitted.</i>	Submit to Human Resources*	SFE Code 5 (entered by teacher)
Permanent teacher	Compassionate Leave - York Unit CA - Article 9.14a: Up to 3 days, related to critical or chronic illness of a member of the teacher's immediate family (spouse, parent, parent-in-law, child, brother, sister, grandparent); requires a note from a doctor or member of the clergy.	Submit to Human Resources*	SFE Code 2 (entered by teacher)
Permanent teacher	Unpaid Leave - Greater than 5 days - York Unit CA - Article 9.16a: Granted for personal reasons	Submit to Human Resources*	SFE Code 17 (entered by teacher)
Long Term Occasional	Jury Duty / Subpoena - York Occasional Teacher CA - Article 11.02d: <i>A copy of the summons must be submitted.</i>	Submit to Human Resources*	SFE Code 5 (entered by LTO)
Long Term Occasional	Unpaid Leave - York Occasional Teacher CA - Article 11.03b(iii): Up to 2 days, granted for personal reasons; must be in full year LTO assignment; may not be taken before or after a PA day; a statutory holiday, or Christmas/March/Summer Breaks.	Submit to Principal (form retained by school)	SFE Code 16 (entered by LTO)

* Send to the attention of the Superintendent of Human Resources

Date: Teacher's Signature:

OFFICE USE ONLY:

Date: _____ Principal signature: _____ Acknowledged

Date: _____ Superintendent of HR signature: _____ Approved Denied

PERMANENT TEACHER: Absence Reasons:

CA Article	REASON	ENTITLEMENT	Reporting absence and SFE code
Part A - 3.2	Illness (personal)	11 days	Teacher enters into SFE (Code 1)
Part A - 3.2	Accessing sick leave for personal medical appointments	Deduction from sick bank	Teacher enters into SFE (Code 30)
9.06	Personal Day - no reason required	Up to 2 days	TCH12a required - see front
9.06(a)	<ul style="list-style-type: none"> Attending teacher's own graduation Caring for an immediate family member in case of serious illness (spouse, parent, parent-in-law, child, brother, sister or grandparent) Responsibility in the organizational aspects of artistic, athletic or cultural activities at the provincial, national or international level Specialist or dentist appointment Inclement weather Moving 	2 days	Teacher enters into SFE (Code 14)
MOU	<ul style="list-style-type: none"> Caring for an immediate family member in case of serious illness (spouse, parent, parent-in-law, child, brother, sister or grandparent) Specialist or dentist appointment Inclement weather 	3-4 days <i>Number of days dependent on number of 9.06 day</i> <ul style="list-style-type: none"> (1) 9.06 then (4)MOU (1.5) 9.06 then (3.5)MOU (2) 9.06 then (3) MOU 	Teacher enters into SFE (Code 114)
9.07	Paternity Leave (Male)	5 days	Teacher enters into SFE (Code 24)
9.08 9.08(a)	Adoption Leave	5 days (<i>within Canada</i>) 10 days (<i>outside Canada</i>)	Teacher enters into SFE (Code 15)
9.09	Workplace Safety and Insurance Board		Teacher enters into SFE (Code 26)
9.10	Jury Duty/Subpoena - a copy of the summons required		TCH12a required - see front
9.12	Professional Conference/In-Service		Teacher enters into SFE (Code 8)
9.13	Federation Business - Local		Teacher enters into SFE (Code 32)
9.13	Federation Business - Provincial		Teacher enters into SFE (Code 33)
9.14(a)	Compassionate Leave	3 days**	TCH12a required - see front
9.14(b)(i)	Bereavement Leave (immediate family only = spouse, parent, parent-in-law, child, brother, sister, grandparent)	5 days (<i>consecutive</i>)	Teacher enters into SFE (Code 7)
9.14(b)(ii)	Extended Bereavement Leave (spouse, parent, child)	5 days (<i>consecutive</i>)	Teacher enters into SFE (Code 7)
9.14(c)	Attend a Funeral - <i>for a relative outside the immediate family or a close friend of the family</i>		Teacher enters into SFE (Code 6)
9.16	Unpaid Leave - less than or equal to 5 days		TCH12a required - see front <ul style="list-style-type: none"> To facilitate coverage, submit TCH12a when taking more than one (1) unpaid day.
9.16 (a)	Unpaid Leave - greater than 5 days		TCH12a required - see front
	Board Committees/Meetings		Teacher enters into SFE (Code 23)
13.11(d)	Approved Lieu/Comp. Time	Up to 5 days	Teacher enters into SFE (Code 27)
	Holy Day		Teacher enters into SFE (Code 36)

LONG TERM OCCASIONAL TEACHER: Absence Reasons:

CA Article	REASON	ENTITLEMENT	Reporting absence and SFE code
Part A - 4.2	Illness (personal)	See MyPortal	LTO enters into SFE (Code 1)
Part A - 4.2	Accessing sick leave for personal medical appointments	See MyPortal – Sick bank	LTO enters into SFE (Code 30)
	Workplace Safety and Insurance Board - Pending		LTO enters into SFE (Code 26)
11.02(d)	Jury Duty/Subpoena - a copy of the summons required		TCH12a required - see front
11.02(e)	Quarantine		Entered by Administrators only
11.02(b)	Bereavement Leave: <ul style="list-style-type: none"> Up to 5 days = parent, spouse, child, sister, brother 1 day = parent-in-law, sister or brother-in-law, child-in-law, grandparent, grandchild, close friend of family 	Max of 5 days per year	LTO enters into SFE (Code 7)
11.03(b)	Unpaid Leave		TCH12a required - see front

Please contact Human Resources or OECTA York Unit with any questions.