



SCHOOL DISTRICT NO. 72 (CAMPBELL RIVER)

Leave of Absence Form for Teaching Staff (CRDTA) Employees

When practicable, requests are to be submitted to the Superintendent's office at least five days in advance. This Leave of Absence form is to be completed for all planned absences, including your own medical appointments, discretionary leaves, compassionate leaves, personal leaves and any out of district pro-d functions. Please review the reverse of this form and/or your current Collective Agreement for the applicable article number(s). Submit the form to your Administrator for approval and forward the signed original to the Superintendent's office.

EMPLOYEE - PLEASE COMPLETE

Employee Name _____ School Name _____

Leave Dates: From _____ To _____ Total Number of Days

Article number under which Leave is being requested: _____ With Pay Without Pay

Reason: _____

If with pay, invoice for the cost of wages should be directed to:

CRDTA Board Other Please specify _____

Do you require a TOC? Yes No Number of Days TOC Required

Invoice cost of TOC should be directed to?

CRDTA Board Applicant Other Please specify _____

RECOMMENDATION OF ADMINISTRATOR/SUPERVISOR - PLEASE COMPLETE

Leave granted? Yes With Pay Without Pay
No If not recommended, please return form to Teacher

Administrator's Name (Please print) _____

Administrator's Signature _____

Date _____

DISTRICT APPROVAL

Superintendent or Designate Approval _____

Date: _____

- Copies to: Administrator
Employee
Payroll
Human Resources
Superintendent

The following article numbers are provided for your reference.

Please also refer to your current Collective Agreement for other article numbers for your requested leave.

- G.11.1 Sick Leave (use this article number for your own medical appointment leaves)
It is recognized that the purpose of sick leave is to provide sick leave benefits as set out in this Article to teachers who are unable to work due to injury or illness of the teacher.
- G.16.1 Compassionate Leave
Leave of absence for death or critical illness in the family, without any loss of pay, shall be granted, at the discretion of the Superintendent, for a maximum of five (5) school days, depending on the circumstances and the distance involved. For the purpose of this Article, family shall be defined as being: spouse, common-law spouse, child, parents, sister, brother, father-in-law, mother-in-law and grandparents.
- G.16.2 Additional days of leave of absence may be granted, at the discretion of the Superintendent, with or without pay, when there is a critical illness or death in the teacher's immediate family which for the purposes of this Article shall be defined as parents, spouse and children.
- G.17 Discretionary Leave
The Superintendent shall grant a teacher leave with pay up to a maximum of two (2) days per school year, with costs of the teacher-on-call to be covered by the teacher, subject to the efficient operation of the school.
- G.20.2 Other Personal Reasons for Leave
Leaves for other personal reasons shall be considered on an individual basis.
- Short-Term Leaves of Absence
- G.21.1 Short-term leave of absence shall mean a leave of absence for less than five (5) school months
- G.21.5 Short-term leaves of absence for professional or Association purposes may be granted by the Superintendent on the following basis:
- a. All leaves of absence must be requested in writing by the appropriate authority, such as:

Ministry of Education
Canadian Teachers' Federation; and
Another school district
 - a. Leave of absence for an individual shall be approved to a maximum of ten (10) days in any school year, except in the case of a person holding a B.C. Teachers' Federation executive position.
 - b. The organization requesting services shall be responsible for actual teacher-on-call and traveling expenses.