

REQUEST FOR LEAVE REFERENCE SHEET TEACHERS

TYPE OF LEAVE	SUMMARY <i>(Please refer to the collective agreement for further details)</i>
BEREAVEMENT LEAVE (Article 7.04)	<p>Up to 5 teaching days with pay in the event of the death of an immediate family member. This includes parent, step-parent, spouse/partner, child/step-child/ward of the Teacher, sibling, grandparent, grandchild, or relative permanently residing with teacher.</p> <p>Up to 3 teaching days with pay in the event of the death of a son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law and father-in-law.</p> <p>Up to 1 teaching day with pay in the event of the death of the teacher's aunt or uncle.</p> <p>Provided a teacher has not received bereavement leave for the death in question, up to 1 teaching day with pay for attending a funeral as pallbearer.</p> <p>Up to 2 additional teaching days at substitute cost deduction where travel is required to attend the funeral of an immediate family member, provided the travel is in excess of 500 km one way.</p>
BIRTH OR ADOPTIVE LEAVE (Article 7.05)	Up to 2 days with pay upon the occasion of a teacher's spouse, partner or surrogate giving birth to a child or the adoption of a child.
COMPASSIONATE LEAVE (Article 7.04)	Up to 5 days with pay in the event of life-threatening illness in the case of parent/step-parent, spouse/partner, child/step-child/ward, sibling, or relative permanently residing with the teacher.
EDUCATIONAL/ SPORTS TRIP	Used when an employee is away from school for a field trip, sports event, etc.
EXAM (Article 7.11)	Up to 1 day with pay for each post-secondary examination written during school hours for the purpose of increasing classification up to a maximum of 2 days per year.
EXTRA-CURRICULAR (Article 6.04)	<p>Maximum of 3 days earned per school year. ½ day is earned for every 25 hours of approved activity; 1 day is earned for every 50 hours of approved activities.</p> <p>1 day of unused leave may be carried over to next school year.</p>
FAMILY MEDICAL (Article 7.02)	Maximum of 5 days per school year from sick leave balance for the illness or injury or emergent/serious medical appointments of a family member. Family member means parent(s), spouse/partner or child, or a relative permanently residing with the teacher.

<p>IN SCHOOL ACTIVITY</p>	<p>To track when teachers are in the school but are not performing their regular duties. <i>(In-School use only – do not send to Area or Division office)</i></p>
<p>INDIGENOUS CEREMONIAL, CULTURAL, SPIRITUAL OBSERVANCE (ICCS) (Article 7.09)</p>	<p>Up to 3 days per school for a teacher to engage in traditional Indigenous ceremonies, cultural or spiritual observances, and where this leave requires absence from work for all or part of the day. An Indigenous teacher is a person who self-declares as First Nations, Inuit or Metis.</p>
<p>JURY & WITNESS DUTY (Article 7.10)</p>	<p>Proof of jury or witness duty must be provided. Teacher will be granted a leave of absence with pay for the required period. Teacher shall remit to the Division any court remuneration/payment which they may receive (other than for food, travel or room).</p>
<p>LEAVE WITHOUT PAY (Article 7.12)</p>	<p>A teacher may request a leave of absence without pay. The request may be granted at the discretion of the Division.</p>
<p>MARKING ASSESSMENTS</p>	<p>In-school absence - employee is not available for their regular duties.</p>
<p>MEETING</p>	<p>Includes Principal meetings, Workplace Health and Safety, etc.</p>
<p>ON-THE-JOB INJURY (Article 7.03)</p>	<p>In the event of an on-the-job injury, please refer to the collective agreement.</p>
<p>PERSONAL LEAVE (Article 7.07)</p>	<p>Up to 2 days with pay per school year. Up to 1 day may be carried over into the next school year. The maximum number of personal leave days which a teacher may take in any school year is 3.</p>
<p>POLITICAL LEAVE</p>	<p>Up to 2 days with pay per school year for council members. Up to 5 days with pay per school year for mayor per school year. All others leaves may be granted as leave without pay.</p>
<p>PROFESSIONAL LEARNING</p>	<p>Used when a teacher attends a workshop, conference, etc. Registration form must be provided.</p>
<p>RELIGIOUS HOLY LEAVE (Article 7.08)</p>	<p>Up to 3 days with pay for a teacher to observe a day of obligation by the teacher's religion, and where observance requires an absence from work for all or part of the day.</p>
<p>SICK LEAVE (Article 7.01)</p>	<p>Teachers shall be credited 20 days of sick leave on the first day of each school year. Unused days may accumulate to a maximum of 130 days.</p>

<p style="text-align: center;">SICK LEAVE Travel for Medical/Dental Specialist Appointments (Article 7.01.6)</p>	<p>When travel is greater than 300 km one-way, the following shall apply and be taken from the teacher's sick leave:</p> <ul style="list-style-type: none"> • Up to ½ day for appointments that require travel between 300 km and 499 km, one-way • Up to 1 day for appointments that require travel between 500 km and 749 km, one-way • Up to 2 days for appointments that require travel over 750 km, one-way
<p style="text-align: center;">UNION BUSINESS</p>	<p>For teachers who attend meetings with the Manitoba Teachers' Society or to act as an official representative of the Association.</p>

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