FRONTIER
SCHOOL DIVISION
Excellence and Experience in Education

REQUEST FOR LEAVE REFERENCE SHEET
SUPPORT STAFF

TYPE OF LEAVE	NON-UNIONIZED SUPPORT STAFF	UNIONIZED SUPPORT STAFF – AREA 4, AREA 5, DR HAMILTON	UNIONIZED SUPPORT STAFF – DUKE OF MARLBOROUGH	UNIONIZED SUPPORT STAFF - LYNN LAKE	UNIONIZED SUPPORT STAFF - LEAF RAPIDS
BANKED TIME	Banked time is earned at 1.5 times the number of hours worked beyond 8 hours/day or 40 hours/week.				
BEREAVEMENT LEAVE	Maximum of 5 days with pay in event of the death of immediate family member. Maximum of 1 day with pay in the event of the death of an aunt or uncle. _____ Area 5 & DR Hamilton only – Maximum of 1 day with pay on the day of the funeral in the event of the death of a niece or nephew		Maximum of 5 days with pay in event of the death of immediate family member. Maximum of 1 day with pay in the event of the death of an aunt or uncle. Maximum of ½ day without pay in the event of the death of a niece or nephew	See Compassionate Leave	
CO-CURRICULAR LEAVE	Maximum of 2 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. Unused days may be carried over to next school year as long as they are used by December 31.				
COMPASSIONATE LEAVE	Maximum of 5 days with pay to provide care or support to a seriously ill family member (immediate family only).			Up to 5 days allowed with pay in the case of death or serious illness in the immediate family and 2 days traveling time if travel outside of Lynn Lake is required to attend funeral. (Aunt/uncle not included)	Up to 5 days allowed with pay in the case of death or serious illness in the immediate family. (Aunt/uncle not included)
EDUCATIONAL/ SPORTS TRIP	Used when an employee is away from school for a field trip, sports event, etc.				
EA DAY	Educational Assistants (EAs) are required to take up to 10 unpaid days each school year.				

August 2024

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FAMILY SICK	Maximum of 4 days per school year from sick leave balance to provide care of child, partner or parent during illness. ——————————————————— Non-Unionized and Area 5 only – Maximum of 5 days per school year from sick leave balance to provide care of child, partner or parent during illness.				Maximum of 3 days per school year from sick leave balance to provide care of child, partner or parent living in the same residence.
IN LIEU OF	Used when a day in lieu of is taken - i.e. Remembrance Day, Easter Monday, etc.				
JURY DUTY	Proof of jury or witness duty must be provided. Employee will be granted a leave of absence with pay for the required period. Any fees received by employee, less their expenses must be given to the Division.				
LEAVE WITHOUT PAY	Used when employee does not have another means of covering the absence (i.e. vacation, personal leave, etc.)				
MEETING	Includes Workplace Health and Safety, Support Staff Liaison Committee, etc.				
PERSONAL LEAVE	1 day of paid personal leave per school year. May carry over 1 day to the next school year to a maximum of 2 personal leave days per school year.				
POLITICAL LEAVE	2 paid days for council members / 5 paid days for mayor per school year. All others leaves granted are unpaid.				
PROFESSIONAL LEARNING	Used when employee attends a workshop, conference, etc. Registration form must be provided.				
SICK LEAVE	Earned by all permanent and term employees from date of hire at a rate of 1/2 day per pay period in the first 4 years of service and at a rate of 1 day per pay period after 4 years of service. Part-time employees have a pro-rated accrual. Sick time is used to cover absences due to illness and medical appointments.			Earned by all full-time and permanent part-time employees at a rate of 1 day for each pay period worked.	
TRAVEL DAY	Employees who are eligible for remoteness allowance are allocated 2 travel days per school year. No carry-over of days is permitted.				

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UNION BUSINESS	Not applicable	When an employee is absent from their duties to attend to union business.			
VACATION	Vacation is earned by all permanent and term Support staff (excluding Educational Assistants). Employees accrue at a rate of 1.25 days per month of service for the first 2 years. From 2-9 years the rate is 1.67 days per month of service, from, 10-19 years the rate is 2.08 days per month of service and after 19 years the rate is 2.5 days per month of service.				

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