

REQUEST FOR SPECIAL LEAVE AND FAMILY OBLIGATIONS

TEACHER

SECTION 1 – TO BE COMPLETED BY THE TEACHER

Name _____

School / Centre _____

Date of absence: _____

Duration of absence: From: _____ To: _____ (inclusively)

NOTE: If there is a change in the length of your absence, please notify the School/Centre Principal.

SECTION I – SPECIAL LEAVE – 5-14-00 – TO BE APPROVED BY THE SCHOOL /CENTRE PRINCIPAL

PROVINCIAL AGREEMENT / LOCAL AGREEMENT

For more information, please refer to articles under clause 5-14-00 of your provincial and local agreement. Please take note that these leaves are deducted from your bank of special leave that consists of 8 days for full time teachers (pro-rated for part-time teachers). When the 8 days are depleted, absences will be without pay. You can check the status of your bank through the school administration or the Human Resources Department.

LOCAL AGREEMENT

5-14.07 Death (commencing on the day of death*) (Motive 90)

The teacher may keep only one day for the funeral, the burial or any other commemorative ceremony or ritual. *When the teacher has ended his or her day of workday, the leave commences on the day following the death.

- Spouse, child, spouse’s child living under the same roof (max. 7 consecutive working days or not)
- Spouse’s minor child not living under the same roof (max. 5 consecutive days, working days or not)
- Father, mother, brother, sister (max. 5 consecutive working days or not)
- Parents-in-law, grandparents, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandchildren (max. 5 consecutive working days or not)

5-14.08 Following Events: (Motive 98)

- Wedding or civil union of the teacher’s parent, brother/sister, child, or spouse’s child living under the same roof (the day of the event)
- Ordination, taking of the habit, the taking of perpetual vows by the teacher’s child, brother, sister, parent or spouse (the day of the event)
- Baptism of the teacher’s child (day of the event)
- The graduation from university of the teacher, the teacher’s spouse, child or parent (one day of special leave)
- The naturalization of the teacher as a Canadian citizen (one day of special leave)
- Changing of the teacher’s place of residence (one day of special leave) (Motive 91)

LOCAL AGREEMENT 5-14.13 d) *

According to article 5-14.13 d) of the Local Agreement, the School Board can also authorize special leave in recognition of special circumstances. Over the past few years, the following circumstance has been deemed valid by the School Board. It can now be approved by the School Principal / Centre Director (Motive 64)

- To be interviewed by CQSB – the day of the interview

5-14.09 Appointments (Motive 12)

- Medical, dental, or optical appointments that cannot be conducted outside of working hours. (max. 3 days, request must be made to the principal at least two days in advance)

5-14.10 Religious Holidays (Motive 92)

- Religious holiday (2 or 3 days, according to faith, as stated in article 5-14.10)

5-14.11 *Events Considered as an Act of God

- *Events considered as an act of God (disaster, fire, flood) (max. 3 working days)

5-14.12 Teachers Wedding or Civil Union

- The teacher’s wedding or civil union (max 7 consecutive days, working days or not, including the day of the event). (Motive 98) The absence can’t immediately precede or prolong Christmas, Easter or summer vacation of more than three days.

PROVINCIAL AGREEMENT SPECIAL LEAVE (other provisions)

5-14.03 (Motive 95)

- a) Admission exam or test in an educational institution recognized by the Ministry
- b) Jury duty/witness
- c) Quarantine
- d) Medical examination requested by the School Board

SPECIAL LEAVES TO BE APPROVED BY HUMAN RESOURCES

*FOR ANY OTHER REASON (I.E. 5-14.13, OTHER THAN THE ONE LISTED ABOVE) OR 5-14.11 *: Please send a written request to Marie-Jacques Bilodeau Piral at Marie-Jacques.BilodeauPiral@cqsb.qc.ca, in the Human Resources department at the School Board. The Director of Human Resources, in consultation with the Principal, will review the request and confirm the decision.

SECTION 2 – PREGNANCY /FAMILY OBLIGATIONS – TO BE APPROVED BY THE SCHOOL/CENTRE PRINCIPAL

PROVINCIAL AGREEMENT

5-13.26 c) Pregnancy

- Medical visits related to pregnancy (max. 4 days; may be taken in half-days) (Motive 42)

5-14.06

- Family Obligations (max. 10 days) (Motive 10) To carry out obligations related to the care, health or education of the employee’s child/spouse’s child or for health reasons pertaining to the employee’s spouse, mother/father, brother/sister or one of the grandparents. Days used for these absences are deducted from the annual bank of sick days; up until six days; after that they are without pay. (The leave may be divided into days and one day may also be divided if board consents to it)

SECTION 3 – OTHER LEAVES – TO BE APPROVED BY THE SCHOOL/CENTRE PRINCIPAL (AS PER THE CRITERIA IN THE POLICY ON LEAVES OF ABSENCE)

- Short term leave of absence without pay (5 days and less) (Motive 20)

➤ Please note that absences for teachers are recorded according to the 200-day work calendar.

Employee’s signature _____

Date _____

Approved by School/Centre Principal/ - Signature _____

Date _____

NO DATA CAN BE ENTERED IN THE PAY SYSTEM WITHOUT THE SIGNATURES OF THE EMPLOYEE AND THE SCHOOL/CENTRE PRINCIPAL.

PLEASE GIVE THE FORM TO THE SCHOOL SECRETARY TO BE RECORDED IN THE PAY SYSTEM.

N.B. ANY INCOMPLETE FORM WILL BE RETURNED TO THE SENDER.