



Rationale

The Board of Directors recognize that support staff may from time to time require leaves of absence for personal or professional reasons other than those designated in the terms and conditions of employment, collective agreement, or policies of the Island Catholic Schools. However, the interests of students enrolled in the schools of the diocese, particularly with respect to continuity of instruction, must be considered paramount in all decisions of the Local School Councils regarding support staff leaving the school for short or extended periods of time.

Policy

Support staff requests for special leaves of absence will be considered by the Local School Councils on an individual basis.

Regulation

The following leaves will be granted with **full pay subject to certain conditions:**

1. **Sick Leave**

Two (2) days per month in the school calendar year in the first 2 years of employment followed by 1.5 per month in the school calendar year thereafter to a maximum of 90 days. Absences in excess of 3 consecutive school days require a medical certificate.

- 1.1 Temporary leave of absence with pay for illness and/or medical attention will be granted in accordance with the above providing the Principal has been notified of the absence, in advance where possible.
- 1.2 School personnel are expected, except in serious situations to make doctor and dental appointments outside of school hours.
- 1.4 A person who is absent from school duties to obtain necessary medical or dental treatment may be required to supply the school principal with a medical certificate.
- 1.5 Short Term Disability is an illness or injury that prevents an employee from performing a substantial portion of the duties regularly performed for greater than 10 calendar days



but fewer than 60 calendar days. An absence longer than 60 calendar days will be evaluated for Long Term Disability.

- 1.6 Totally disabled means a restriction or lack of ability due to an illness or injury that prevents you from performing the essential duties of your own job.
- 1.7 Absences greater than 10 consecutive calendar days require an Attending Physician Statement from a certified physician and submission to our Short-Term Disability provider.
- 1.8 In the event of a planned sick leave (scheduled surgery etc.), every effort will be made to initiate the STD process in advance of the planned leave to make the process more efficient.
- 1.9 Five days of the personal annual sick leave allotment may be used in the event of the illness of a dependent at home to provide opportunity to make homecare arrangements.
- 1.10 Employees who receive remuneration from the Workers Compensation for absences due to injury or illness that are eligible for compensation are entitled to have related sick days used re-instated on submission of monies received from WCB. (Policy 429)

2. **Critical Illness**

For the critical illness of father, mother, husband, wife, son or daughter, brother or sister, grandchild, son-in-law, daughter-in-law, grandparents, or parents of spouse, the employer will pay approved leave for up to five (5) days. A medical certificate certifying critical nature of illness will be required if death does not occur.

3. **Compassionate Leave**

For the funeral of father, mother, husband, wife, son or daughter, brother or sister, grandparents, parents of spouse, grandchild, nephew or niece, in-laws, and any other relative living at the same household the employer will pay approved leave for up to 5 days.



In the event of the death of a relative not mentioned above or a friend of an employee, the employee shall be entitled to one-half day leave with pay for the purpose of attending the funeral.

Leave beyond the time granted in the case of a death in the family may be granted to an employee at the discretions of the employer.

4. **Pregnancy Leave And Parental Leave**

Pregnancy leave shall be granted without pay in compliance with Part 6 of the Employment Standards Act, 2001 to reflect changes as amended from time to time. Such leave shall be granted for a stated period of time so that the return of duty will coincide with the commencement of the following term or semester, or school break.

5. **Parental /Adoption Leave**

Parental leave shall be granted without pay in compliance with Part 6 of the Employment Standards Act, 2001 as amended from time to time. A parental leave shall be granted upon request without pay for up to one year, and the return of duty will coincide with the commencement of the following term or semester, or school break.

6. **Paternity Leave**

On the birth of a child, the staff member may apply for and shall be granted paternity leave of three (3) days.

7. **Extended Leave for Maternity Reasons and/or Personal Reasons**

The Local School Council, may at its discretion, approve an extended leave of absence.

- 7.1 The request shall be in writing.
- 7.2 The request must outline the nature of the reason for extended leave of absence.
- 7.3 The leave shall not be granted for longer than one (1) school year.
- 7.4 The person shall notify the Local School Council no later than April 1 of the following year of his/her intention of returning to the school.



8. **Other Leaves**

The Principal may approve leave with full pay upon written application for the following:

- 8.1 For one (1) working day to attend son's, daughter's, spouse's or own convocation.
- 8.2 On business connected with the school system.
- 8.3 Visitations to other schools.

9. **Court Appearances**

Leave of absence with pay, less monies received other than reimbursement for expenses, shall be approved when employees are subpoenaed to appear in court as witnesses or are subpoenaed to attend inquests, or are summoned for jury duty during working hours.

Reference:	Approved
	Date Approved: June 1994
Cross-reference:	Date(s) Revised: June 2002 April 17, 2024