

Quick Reference Guide to Leaves of Absence Without Loss of Pay

Revised May 2018



Pregnancy, Parental, Infant Care, Paternity and Adoption Leaves are not included in this Quick Reference Guide. Please refer to the related document.

Unpaid Leaves of Absence are not included in this Quick Reference Guide. Please refer to the related document.

The following Leaves of Absence without loss of pay are referenced in Article L15 of the Collective Agreement. These leaves are NOT chargeable against a teacher's sick leave credits.

Type of Leave	Article #	Maximum Number of Leave Days	Definitions / Explanation
Bereavement	L15.01.01	3	To arrange for and / or attend the funeral for an immediate family member - spouse, mother, father, daughter, son, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent, grandchild, step-parent, step-child, step-sibling, fiancé(e)
	L15.01.02	1	To attend the funeral of an aunt, uncle, niece or nephew
	L15.01.03	2	To meet exigencies of distance and special circumstances, these additional days may be granted by the Superintendent of HR
Quarantine	L15.02	No Limit	Granted to a teacher when declared necessary by the Medical Officer of Health or designate
Jury or Witness	L15.03	No Limit	To serve as a juror or to respond to a subpoena as a witness in any proceedings to which the teacher is not a party or one of the persons charged
Note:	<i>A teacher must pay the Employer any fee received as a juror or witness, except for travelling or living expenses.</i>		
Personal	L15.04	3	To be used for one of the reasons outlined on Personal Leave Day Requests for Teaching Employees, subject to the approval of the Principal or immediate supervisor
Note:	<i>If the reason for a Personal Leave Day meets one of the criteria on the Board's Form (reasons "a" to "h"), then sign the form where indicated. Disclosing reason "a" to "h" is not required. If the request for a Personal Leave Day does not meet those reasons, then there is a space on the form to outline the reasons for the request. When completing that section, use discretion about the amount of detail being given to the Employer for the reason for the Leave. More information may be provided later, if required If in doubt, call the District Office for more information.</i>		
Recognized Religious Holidays	L15.05	2	To observe a recognized religious holiday

Fifth Disease	L15.06	No Limit	To be used when a medically confirmed case of Fifth Disease is known by the Principal at a school -
Note: <i>See the full procedure in Article L15.06 Fifth Disease of the Collective Agreement.</i>			
Family Medical	L15.08	8 weeks	To care for a Family member who is at significant risk of death within 26 weeks, as per the Family Medical Leave provisions in the Ontario Employment Standards Act (the supplemental employment benefit – SEB – acts in conjunction with E.I. benefits)