



# CUPE REQUEST FOR LEAVE OF ABSENCE

NAME OF EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

POSITION \_\_\_\_\_ SCHOOL OR DEPT. \_\_\_\_\_

I wish to apply for leave of absence from \_\_\_\_\_  
(date)  
to \_\_\_\_\_ inclusive ( \_\_\_\_\_ days).  
(date)

**Employee please give reasons for request and reference to appropriate article in the Collective Agreement:**

- Article 19.05 – TIME OFF IN LIEU OF OVERTIME With Pay
- Article 23.05 – FAMILY ILLNESS (**INDICATE REASON & family member BELOW**) With Pay -- Sick Leave
- Article 24.03 – JURY DUTY OR COURT WITNESS (**ATTACH DOCUMENTATION**) With Pay
- Article 24.04 – SPECIAL LEAVE WITH PAY (**INDICATE REASON BELOW**) With Pay
- Article 24.06 – COMPASSIONATE LEAVE - Family Member (**INDICATE REASON BELOW**) With Pay
- Article 24.07– FUNERAL LEAVE With Pay
- Article 24.11 – MILITARY LEAVE (**ATTACH DOCUMENTATION**) With Pay
- Article 24.05 – GENERAL LEAVE WITHOUT PAY (**INDICATE REASON BELOW**) **Without Pay**

**For this type of leave, please consult with Human Resources before signing this form.  
Provide sufficient detail/explanation for the leave.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee seeking approval*

(instructions on reverse side)

**→ SUPERVISORS/PRINCIPALS: Please remember that if you want a replacement for this employee's absence, you must notify Central Call-In at 474-9888.**

<b>This portion to be filled out by Supervisor/Principal only.</b>	
<input type="checkbox"/> Leave Approved	_____ Signature of Immediate Supervisor/Principal
<input type="checkbox"/> Leave Not Approved NOTE: If this is the case, please ensure the employee is advised and given a copy.	NOTE: If there is any question about whether the leave meets the contract provisions, please call Human Resources <u>before</u> it is signed and submitted to Payroll.

Fax to payroll upon completion at 474-9885 and give a copy to the employee

**ARTICLE 19.05 – TIME OFF IN LIEU OF OVERTIME**

**ARTICLE 23.05 – FAMILY ILLNESS**

- a) In the case of illness of a spouse or dependent children of a regular employee when no one at home other than the employee can provide for the needs of the ill person, the employee shall be entitled, after notifying his supervisor, to use a maximum of five (5) days sick leave credits annually.
- b) In the event of a prolonged illness, if an employee has used the maximum days available, he/she shall be entitled to utilize unused vacation credits for such purpose anytime during the vacation year to cover absences of one-half day or more.

**ARTICLE 24.03 – JURY DUTY or COURT WITNESS**

The Board shall pay an employee who is required to serve as a juror or who is subpoenaed as a witness in any court proceedings or who is accompanying a minor dependent child, his regular wages for those days or hours lost so long as the employee is not involved in personal litigation. In return the employee shall remit to the Board such payments as may be received by him for such services. The employee is not required to return to work and complete his/her normal shift if he/she was requested to attend court past 1:00 p.m. for day shift or if the employee attended court in excess of five (5) hours for evening shift.

**ARTICLE 24.04 – SPECIAL LEAVE WITH PAY**

- a) Regular employees shall be allowed leave of absence with pay and without loss of seniority and benefits for the following reasons:

<u>Reason</u>	<u>Leave of Absence</u>
Employee’s marriage	3 working days
Marriage of employee’s child, brother or sister	the day of the wedding
Adoption of employee’s child	3 days
Moving employee’s household	maximum of 1 day
Serious household emergency	1 day
Formal hearing to become a Canadian citizen	1 day
Employee’s dependent’s secondary or University, College, or Technical Institute graduation	1 day – day of dependent’s graduation ceremony
Education examination in line with work	time required for examination; up to a maximum of 1 day
Paternity	3 working days

<p><b>PROCEDURE FOR REQUESTING A LEAVE OF ABSENCE</b></p> <ol style="list-style-type: none"> <li><b>1. Employee obtains application form from supervisor.</b></li> <li><b>2. Employee fills out top portion of form and submits application to his/her supervisor.</b></li> <li><b>3. Supervisor completes bottom portion.</b></li> <li><b>4. Copy is given to employee and form is faxed to Payroll at 474-9885.</b></li> </ol>
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- b) Paid Emergency Leave – It is recognized by both parties that on occasion matters of public emergency arise such as search and rescue; firefighting, etc. An employee who has been called on to perform such services during working hours may be paid his/her regular salary PROVIDING that documentation, confirming the emergency service was performed by the employee, is presented to the Board upon return to work.

**ARTICLE 24.05 – GENERAL LEAVE**

- a) The Board may grant leave of absence without pay and without loss of seniority as per Article 15.03 to any employee requesting such leave for good and sufficient cause. All such requests shall be submitted in writing to the Secretary-Treasurer of the Board. Such approval shall not be withheld without just cause.

**ARTICLE 24.06 – COMPASSIONATE LEAVE**

- a) Regular employees shall be granted leave with pay in the event of a death or serious illness in the immediate family. Such leave shall not exceed five (5) days leave with pay. “Immediate family” may include a marital, foster or other non-blood relationship whether or not of a formal or legal nature.
- b) Immediate family shall be defined as mother, father, husband, wife, common-law spouse, daughter, son, foster child, grandchild, brother, sister, mother-in-law, father-in law, grandmother and grandfather.

**ARTICLE 24.07 – FUNERAL LEAVE**

A regular employee who is required to attend a funeral as a pallbearer shall be granted one-half (1/2) day leave with pay for a maximum of two leaves annually for this purpose. Any additional leave shall be granted without pay. A regular employee who wishes to attend a funeral as a mourner may, depending upon all other circumstances, be granted one-half (1/2) day leave with pay.

**ARTICLE 24.11 – MILITARY LEAVE**

For service in Armed Forces Militia or Reserve, an employee may be granted up to ten (10) days per year with pay. Any pay earned while serving on such leave shall be reimbursed to the Board up to the cost of the member’s salary.