



School District No. 85 (Vancouver Island North)

Request for Leave

Employee Name: _____ Employee Number: _____

Position: _____ Worksite: _____

Please see page two for more information on leave entitlements.

Leave Description	Dates Inclusive		Working	
	From	To	Hours	Days
1				
2				
3				
4				
5				
6				
7				

The leave line(s) _____ above relates to a member of my immediate family:
 Relationship: _____

Employee Signature _____
Date Submitted:

For Office Use Only - Highlight One

Leave Recommended	Approved	With Pay
Leave Not Recommended	Not Approved	Without Pay

Supervisor Signature Secretary Treasurer / Superintendent Signature

PAYROLL COPY

EMPLOYEE COPY

WORKSITE COPY

Leave Description	Entitlement Summary	Collective Agreements Reference
SICK LEAVE	Illness of employee and medical, dental, and specialists appointments.	CUPE Article 22 - SICK LEAVE PROVISIONS
MEDICAL CARE LEAVE - FAMILY*	Regular employees may be granted absence from duties for a maximum of five (5) days annually, charged to their accumulated sick leave, for the purpose of attending to the illness of a member of their immediate family, or when the employees are required to transport a member of their immediate family outside the District for emergency or special medical attention.	CUPE - Article 23 - LEAVE OF ABSENCE 23.07
CRITICAL ILLNESS AND BEREAVEMENT LEAVE*	Regular employees may be granted absence from duties without deduction in salary for a maximum of three (3) days in the case of critical illness or death of a member of their immediate family. Depending on circumstances and travel involved, further leave with pay of up to two (2) days may be granted upon application to the Secretary-Treasurer. See article for more information.	CUPE Article 23 - LEAVE OF ABSENCE 23.06
ANNUAL VACATION	As per the Collective Agreement.	CUPE Article 21 - VACATIONS
PREGNANCY / PATERNITY / PARENTAL / ADOPTION LEAVE	Pregnancy/Paternity Leave and Parental Leave, including leave for adoption, shall be granted in accordance with the terms and conditions of the Employment Standards Act. While on Pregnancy/Paternity Leave and Parental Leave, including leave for adoption, an employee shall retain and accumulate seniority.	CUPE Article 23 - LEAVE OF ABSENCE 23.10
FAMILY RESPONSIBILITY AND COMPASSIONATE CARE LEAVE*	Unpaid Family Responsibility Leave and Compassionate Care Leave shall be granted in accordance with the Employment Standards Act.	CUPE Article 23 - LEAVE OF ABSENCE 23.11
PATERNITY LEAVE	Leave of absence with pay to a maximum of three (3) days shall be granted to a male regular or seasonal employee on the birth of his child.	CUPE Article 23 - LEAVE OF ABSENCE 23.12

SICK LEAVE	Any days during which the employee has been absent with full pay for reasons of the employee's illness, injury, or unavoidable quarantine or who requires medical attention shall be charged against any sick leave accumulated by the employee. See article for more information.	VINTA Section G Article G.20
LEAVES OF ABSENCE – PERSONAL (including Medical Care Leave – Family*)	Sickness in the Immediate Family-An employee shall be granted leave of absence from teaching duties for a maximum of five days per school year, charged to his/her accumulated sick leave, when the employee has been called by the attending physician to the bedside of a member of his/her immediate family, or when the employee is required to transport a member of the immediate family outside the district for emergency or special medical attention. [See also PCA Article G.2 Compassionate Care Leave for leaves in excess of five days.]	VINTA Section G Article G.24.2
LEAVE FOR PERSONAL REASONS (PAID DISCRETIONARY DAYS)	Personal leave shall be granted, upon request, with pay, up to a maximum of two days annually, provided that a teacher teaching on call is available and the cost of a certified teacher teaching on call is deducted from the employee's salary.	VINTA Section G Article G.24.4
UNPAID DISCRETIONARY LEAVE	An employee shall be entitled to a minimum of three (3) days of unpaid discretionary leave each year. See article for more information.	VINTA Section G Article G.5
BEREAVEMENT LEAVE*	Five (5) days of paid leave shall be granted in each case of death of a member of the employee's immediate family.	VINTA Section G Article G.4
PREGNANCY LEAVE	A pregnant employee shall apply for and be granted leave of absence, without pay, for a stated period of time mutually acceptable to the employee and the Board. See article for more information.	VINTA Section G Article G.21
PATERNITY LEAVE	On the birth of a child or in the case of adoption or legal guardianship, except where leave has been granted pursuant to Articles G.21.2.a and G.21.7.a, an employee shall be granted paid leave up to a maximum of three days. See article for more information.	VINTA Section G Article G.22
COMPASSIONATE CARE LEAVE*	Upon request, the employer shall grant an employee Compassionate Care Leave pursuant to Part 6 of the BC Employment Standards Act for a period up to eight (8) weeks or such other period as provided by the Act. Such leave shall be taken in units of one or more weeks. See Article for more information.	VINTA Section G Article G.2
FAMILY RESPONSIBILITY LEAVE*	The employer will grant family responsibility pursuant to the BC Employment Standards Act Part 6-52: 52 An employee is entitled to up to 5 days of unpaid leave during each employment year to meet responsibilities related to (a) the care, health or education of a child in the employee's care, or (b) the care or health of any other member of the employee's immediate family. See article for more information.	VINTA Section G Article G.3

*Immediate Family Only – Please see your collective agreements for more information.

Administrators & Excluded Staff should refer to their individual contracts for leave entitlements.