



ATA LEAVE ENTITLEMENTS – QUICK TIP SHEET

Updated July 2024

Article	Leave	Entitlement	Approval/Notification Process
4.7.1	Principal In-Lieu	Principals shall receive two (2) day in lieu each year. These days are not subject to carry forward or pay out.	Notify Superintendent/HR Email hrteachers@btps.ca
4.7.1	Assistant Principal In-Lieu	Assistant Principals shall receive one (1) day in lieu each year. This day is not subject to carry forward or pay out.	Notify Principal/HR Email hrteachers@btps.ca
10.1	Sick	After one year of service - 90 calendar days. Less than one year of service - statutory sick leave (2 days per month).	Notify principal/supervisor
10.3.1	Sick – more than 3 Consecutive Days	A teacher who is absent from school duties for the purpose of obtaining necessary medical or dental treatment or because of accident, sickness, or disability for a period of more than three consecutive teaching days, shall be required to present to the principal medical documentation <u>within five (5) school days after resuming teaching duties</u> .	Notify principal/supervisor and forward medical certificate to hrteachers@btps.ca within 5 school days of resuming duties.
12.1.1	Leave of Absence: Critical Illness	Up to and including five teaching days for critical illness of a spouse, child, parent, guardian, parent-in-law, grandparent, son-in-law, daughter-in-law, brother, sister, grandchild, brother-in-law, sister-in-law, grandparent of spouse and other close members who live in the teacher's household. Leave must be taken a time of actual occurrence. Leaves under 12.1.1 will terminate in the event of a death of a relative and the teacher will then be eligible for leave under clause 12.1.2.	Notify principal/supervisor Indicate relationship when absence created in Easy Connect.
12.1.2	Leave of Absence: Death	Up to and including five teaching days for death of a spouse, child, parent, guardian, parent-in-law, grandparent, son-in-law, daughter-in-law, brother, sister, grandchild, brother-in-law, sister-in-law, grandparent of spouse and other close members who live in the teacher's household. Leave must be taken at time of actual occurrence.	Notify principal/supervisor Indicate relationship when absence created in Easy Connect.
12.1.6	Leave of Absence: Funeral	Up to one (1) day shall be provided to attend the funeral of an aunt, uncle, niece, or nephew	Notify principal/supervisor Indicate relationship when absence created in Easy Connect.
12.2.1 & 12.2.2	Leave of Absence: Personal Leave	Personal day (2 per school year) at full pay and applicable benefits.	Notify principal/supervisor
12.2.3	Leave of Absence: Personal Leave Cont.	Each teacher shall be eligible to accumulate up to two unused personal leave days per year and may carry forward no more than three (3) days in any one school year.	Notify principal/supervisor
12.2.4	Leave of Absence: Personal Leave Cont.	Accumulated leave taken shall be full pay less the cost of a substitute teacher as per clause 5.1.	Notify principal/supervisor
12.2.6	Leave of Absence: Personal Leave Cont.	No teacher, or principal, may utilize more than five personal leave days, under 12.2, in any one school year.	Notify principal/supervisor
14.1	Leave of Absence: Examination	One day to write an examination related to the teacher's academic studies.	Notify principal/supervisor
14.3	Leave of Absence: Weather Conditions	As required when a teacher who, despite reasonable effort, is unable to travel to the teacher's school from the teacher's usual place of residence because of: <ul style="list-style-type: none"> Severe weather Impassable road conditions which there has been reasonable and repeated attempts made by the teacher to reach their place of employment or nearest Division school site Failure of transportation other than the teacher's own which the teacher regularly relies upon for transportation to and from school The teacher is entitled to pay and applicable benefits for the periods of absence so occasioned.	Notify Principal/supervisor
14.4	Leave of Absence: Family Medical	2 operational days per year for necessary medical attention of the teacher's immediate family (parent; spouse of parent, spouse or common law partner, children, and dependents of the household).	Prior notification via email to hrteachers@btps.ca Indicating relationship. Notify principal/supervisor

For further information, please refer to the complete Collective Agreement on our [website](#) under HR Documents.