

## ATA LEAVE ENTITLEMENTS – QUICK TIP SHEET (August 2020)

Article	Leave	Entitlement	Approval/Notification Process
10.1	Sick	After one year of service - 90 calendar days. Less than one year of service - statutory sick leave.	Notify principal/supervisor
10.4.1	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 within five (5) school days after resuming teaching duties.	Notify principal/supervisor Supply documentation within 5 school days of resuming duties.
12.1.1	Critical Illness of Family Member	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.	Notify principal/supervisor Indicate relationship in teacher absence report.
12.1.2	Death of a Family Member	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 in teacher absence report.
12.1.6	Funeral of an aunt, uncle, niece, or nephew	Up to one day shall be provided to attend the funeral of an aunt, uncle, niece, or nephew.	Notify principal/supervisor Indicate relationship in teacher absence report
12.2	Personal Leave	Personal day (2 per school year) at full pay and applicable benefits.	Notify principal/supervisor
12.2.3	Accumulated Personal Leave	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. 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	Examination	One day to write an examination related to the teacher's academic studies.	Notify principal/supervisor
14.2	Leave of Absence	Additional leaves of absence may be granted by the Employer with pay and with benefits, with pay and without benefits, without pay and with benefits, or without pay and without benefits, for reasonable causes. A teacher applying for a leave under this clause may be required by the Employer to use any personal leave available to the teacher under clause 12.2.	Written request to <a href="mailto:hrteachers@btps.ca">hrteachers@btps.ca</a> and principal/supervisor stating the reason for request
14.3	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 severe weather, impassable road conditions for which there has been reasonable and repeated attempts made by the teacher to reach their place of employment or nearest Division school site, or failure of transportation other than the teacher's own which the teacher regularly relies upon for transportation to and from school.	Notify principal/supervisor
14.4	Family Medical	2 operational days per year for necessary medical attention of the teacher's immediate family (parent; spouse or common law partner, children, and dependents of the household).	Prior notification via email to <a href="mailto:hrteachers@btps.ca">hrteachers@btps.ca</a> and notify principal/supervisor
4.2.4	Principal In-lieu	Principals shall receive one (1) day in lieu each year. This day is not subject to carry forward or pay out.	Notify Superintendent/HR