

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

Article	Leave	Entitlement	Approval/Notification Process
18.02	<b>Sick Leave</b>	A full time/part time employee earns sick leave credits on the basis of 2 work days per month that employee is scheduled to work to a max. of 20 days (10 month staff) or 24 days (12 month staff)	Notify principal/supervisor
18.03	<b>Sick Leave</b>	A deduction shall be made from accumulated sick leave credits for all working hours absent on sick leave, exclusive of recognized holidays.	Notify principal/supervisor
18.04a	<b>Sick Leave : Serious Illness</b>	A FT/PT employee may use up to 5 work days of their sick leave credits, to attend a serious illness of a spouse, common-law partner, child, parent, guardian, parent-in-law, grandparent, son/daughter-in law, brother, sister, grandchild, brother/sister in-law, grandparent of spouse, and other close members who live in the employee's household. A serious illness or disability is defined as a life threatening medical condition.	Notify principal/supervisor
18.04b	<b>Sick Leave: Family Medical</b>	5 working days of an employees' sick leave credits may be used for family medical purposes to attend to an employee's spouse, common-law partner, child, mother or father.	Notify principal/supervisor
18.05	<b>Sick Leave</b>	An Employee shall be required to produce a medical certificate from a medical practitioner for any sick leave absence exceeding 3 working days.	Notify school principal and forward medical certificate after leave exceeds 3 consecutive working day
19.01a	<b>Leave of Absence: Death</b>	A regular employee shall be granted a maximum of 5 regularly scheduled consecutive work days leave without loss of wages in the case of death of a parent, spouse, common- law partner, child, mother or father-in-law.	Notify principal/supervisor
19.01b	<b>Leave of Absence: Death</b>	A regular employee shall be granted a maximum of 3 regularly scheduled consecutive work days leave without loss of wages in the case of death of a brother, sister, sister or brother-in-law, son-in law, daughter-in-law, grandparent, grandparent-in-law, grandchild, guardian, fiancé', or resident of the household.	Notify principal/supervisor
19.01c	<b>Funeral outside of the province</b>	Up to 3 days with pay shall be granted for travel purposes.	Notify principal/supervisor
19.01d	<b>Funeral of another relative or close friend</b>	One-half (1/2) working day off shall be granted with pay per school year to attend the memorial or funeral service within the school division. Outside the division up to one (1) working day shall be granted.	Notify principal/supervisor
19.02	<b>Jury/witness Duty</b>	The employer will pay the difference between regular earnings and the monies received for services as a juror or witness.	Notify principal/supervisor
19.06a	<b>Examination</b>	1 day shall be granted to write an examination to upgrade employment qualifications for work	Notify principal/supervisor
19.06b	<b>Personal Leave</b>	2 days per school year, one of which may be carried over to the next school year and must be used that year.	Notify principal/supervisor
19.06c	<b>Impassable Roads</b>	Despite reasonable effort the employee is unable to travel to the employee's school from the employee's usual place of residence because of: <ul style="list-style-type: none"> <li>• Severe weather</li> <li>• Impassable road conditions which there has been reasonable and repeated attempts made</li> <li>• Failure of transportation other than the employee's own which the employee regularly relies upon for transportation to and from school</li> </ul> The employee is entitled to pay and applicable benefits	Notify principal/supervisor
19.08	<b>Leave of Absence</b>	Application for leave shall be in writing stating the reason(s) necessitating the leave. Leaves in 19.06b should be accessed first. Complete leave of absence request form, submit to principal for signing, and forward to hrsupportstaff@btps.ca for approval.	Notify principal/supervisor with form. Approval by Employer required