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FACT – INFORMATION SHEET

OCTEA Bargaining Unit – Article 19.02 – Short Term Leave of Absence

The following is the language from our collective agreement regarding 10 mos. employees access to a “short term leave of absence”. A key component to this language is ensuring you provide your request in writing at least 2 months in advance and have spoken with your Principal prior to submitting.

Your request can be forwarded via fax, Courier or First Class e-mail to Dianna Scates, Superintendent of Employee Services, copy to your Principal and Shannon Rowe, Executive Assistant, Employee Services Department.

19.02 Short Term Leave of Absence

- (a) Employees whose regular work year is eleven (11) months or less are eligible for a short term leave of absence, not to exceed five (5) days, without pay, without interruption to sick leave entitlement, benefit coverage or seniority under the following conditions:
 - (i) Employee eligibility is limited to once every two (2) school years.
 - (ii) The start or end date of the leave shall not extend the Christmas Break, the March Break, or the Summer Break as defined in the school year calendar.
 - (iii) The start or end date of the leave shall not abut any personal leaves as defined under 19.08.
 - (iv) If the period of leave includes a paid statutory holiday, the total period of unpaid leave shall not exceed four (4) days.
 - (v) The Float Day, as defined in Article 17.01, may be added to the period of leave, provided such addition will not extend a Break as defined in 19.02 (ii) above.
 - (vi) The timing of the leave shall be mutually agreed between the Principal/Supervisor and the employee. Such agreement shall not be unreasonably denied.
 - (vii) A qualified supply replacement is available.
- (b) The employee shall make written application to the Human Resources Administrator at least two (2) months in advance of the leave, indicating that the conditions for the leave as set out in 19.02 (a) have been met. The notice requirement may be waived for extenuating circumstances upon written request to the Human Resources Administrator. The Human Resources Administrator shall normally respond within ten (10) days of receipt of the application. Where an application is denied, reason(s) for denial shall be provided.