

Issue Date	September 9, 2019
Revision Date	
Review Year	2020

**Objective:**

Aurora School believes it is appropriate to provide support and assistance to employees who are unable to work due to matters beyond their control.

**Responsibility:**

Secretary-Treasurer in consultation with school-based administration.

**Regulation:**

**A. Sick Leave**

1. Where approved by the employer, sick leave with pay will be provided for the purpose of obtaining necessary medical or dental treatment or on account of injury, illness or disability.
2. The total amount of sick leave with pay taken in a school year shall not be more than:
  - a. ten (10) working days for full-time employees or proportion thereof an employee’s FTE.
  - b. For absences of more than three consecutive days, the employee must provide a medical note.
3. For medical leaves qualifying for short or long term disability, employees must follow guidelines as outlined in Aurora School’s group benefit plan.

**B. Maternity Leave**

1. An employee who has completed 52 weeks continuous employment shall, upon his/her written request at least six weeks in advance, be granted maternity/parental leave to become effective at any time within 12 weeks of the estimated date of delivery, provided that the maternity leave commences not later than the date of delivery.
2. If the pregnancy interferes with the employee’s job performance during the 12 weeks before the estimated date of delivery, the employer can require the employee to start maternity leave. This notice must be given in writing.
3. Maternity leave shall be without pay and benefits except for that portion of maternity leave during which the employee has a valid health-related reason for being absent from work and is also in receipt of sick leave, Employment Insurance (EI), Supplemental Unemployment Benefits (SUB), Short Term Disability (STD) or Long Term Disability (LTD). The total period of maternity leave shall not exceed 18 months.
4. An employee on maternity or parental leave shall provide the employer with 6 weeks written notice of readiness to return to work at which time the employer will reinstate the employee into a position. The employee must be reinstated in the same or a comparable position with earnings and other benefits at least equal to those received when the leave began.
5. Parents and/or adoptive parents are eligible for unpaid, job-protected parental leave as per current Government of Canada legislation. Parental leave must be completed within 52 weeks of the date a baby is born, or newly adopted child is placed with the parent.

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**C. Compassionate Leave**

1. Compassionate leave shall be approved by the employer in a case of critical illness or death of the employee’s spouse, son, daughter, father, mother, sister, brother, grandparent, father-in-law, mother-in-law, daughter-in-law, sister-in-law, son-in-law, brother-in-law, or grandparent of spouse:
  - a. for critical illness, up to four consecutive calendar days without loss of salary, provided that such leave is taken within a five (5) consecutive day period, commencing with the date the employee was notified of the illness
  - b. for death, up to five calendar days without loss of salary.
2. The length of leave provided for in Section C1 may be extended at the discretion of the employer, should additional time be required for travel.
3. For school-based employees, notification of compassionate leave must be given to the principal. For central office or whole-school staff, notification must be given to the secretary-treasurer. The employer may require documentation to verify the reason for the absence.
4. Leave may be granted for up to one day to attend the funeral of someone not named in C.1.

**D. Convocation**

1. Leave of up to one calendar day without loss of salary shall be approved for an employee to attend his/her convocation.

**E. Personal Leave**

1. In consultation with the principal and/or secretary treasurer, and with two weeks notice where operationally possible, an employee may be granted up to one day personal leave with pay per school year, except where circumstances put such a leave in conflict with the interests of the school.
2. Any employee under contract for 61 to 100 days in a school year may be granted 1/2 day personal leave with pay per school year.

**F. Additional Leave**

1. With approval of the superintendent, additional leave of absence may be granted by the employer with or without pay.

**References:**

*BP5053: Leave of Absence – Non-Teaching Staff*