

Personal Leave

BARGAINING UNIT	ALLOCATION	OTHER IMPORTANT INFORMATION
<i>Teachers</i>	8 hours* provided each year, not deducted from sick or vacation leave	This day is charged at the substitute teacher rate deducted from teacher's subsequent check (current rate \$185.37).
<i>ECFE Teachers</i>	None	No personal leave provided in contract
<i>Principals</i>	16 hours* of personal leave	<u>Can only be used for the following purposes:</u> business that cannot be conducted outside of school; court cases or similar legal appearances, funerals, approved religious holidays, emergency hardship situations.
<i>Clerical, Library, Health & Computer Assistants</i>	2 days per year, cumulative to 5 days, personal leave days are <u>deducted from sick leave</u> ; must be submitted 2 days in advance except in emergency cases; not for absence related to weather; reason for personal leave stated unless very private in nature; must have supervisor approval	<u>Can only be used for the following purposes:</u> personal business and emergencies, a transaction, hearing or consultation that requires the presence of the staff member during working hours <u>and</u> that is impossible to fulfill at any other time.
<i>Nutritional Services</i>	2 days per year, cumulative to 5 days, personal leave days are <u>deducted from sick leave</u> ; must be submitted 2 days in advance except in emergency cases; not for absence related to weather; reason for personal leave stated unless very private in nature; must have supervisor approval	<u>Can only be used for the following purposes:</u> personal business and emergencies, a transaction, hearing or consultation that requires the presence of the staff member during working hours <u>and</u> that is impossible to fulfill at any other time.
<i>Custodian</i>	16 hours* cumulative to 32 hours, personal leave days are <u>deducted from sick leave</u> ; must be submitted 2 days in advance except in emergency cases; reason for personal leave stated unless very private in nature	<u>Can only be used for the following purposes:</u> personal business and emergencies, a transaction, hearing or consultation that requires the presence of the staff member during working hours <u>and</u> that is impossible to fulfill at any other time.
<i>Paras</i>	1 day per year, <u>deducted from sick leave</u>	<u>Can only be used for the following purposes:</u> personal business and emergencies, that requires the presence of the staff member during working hours <u>and</u> that is impossible to fulfill at any other time.
<i>All Other Employees</i>	Refer to your contract or letter of assignment for personal leave details, if any.	

*Hours are prorated to an employee's assignment per day (e.g. 6 hours/day would be allocated 6 hours of personal leave per contract).

Who approves my personal leave? Personal leave is approved by your supervisor.

I tried to put the required information in the description box but it disappeared on me. Now what? Please try Internet Explorer; some employees have had this happen in Chrome.