



Monograph

Sick Leave and Other Paid Leaves

Last issued: October 23, 2017

This memo is to clarify your sick leave entitlement and some tips when using SmartFind.

1. Sick Leave Days

A full time regular teacher is entitled to eleven (11) sick leave days **AND** five (5) Personal Leave days (see 2 below). The Personal Leave days **DO NOT** come out of sick leave. Please contact your Branch President or the District Office IMMEDIATELY if you have a Personal day turned down.

After the 11 days, you have access to an additional one hundred twenty (120) days of short term sick leave to be paid at a rate of ninety percent (90%) of regular salary. But, members have access to sick leave top up for the purpose of topping up salary to one hundred percent (100%). If you used fewer than 11 sick days last year, the difference between 11 and what you used will be your 'top-up days'. Each top-up day will bring 10 days at 90% salary up to 10 days at 100% salary (each day is 10 groups of 10%).

For example, if you used five (5) days last year, you have six (6) top-up days available (11 - 5). These 6 top-up days mean you would be eligible for sixty (60) days of short-term sick leave at 100% salary and a further 60 days of short-term sick leave at 90%.

2. Personal Leave Days

Our Collective Agreement language for Personal Leave indicates it is for "unavoidable" or "extraordinary" reasons. In the comment sections on SmartFind you should endeavor to use these key words. For example, "unavoidable legal meeting"; "extraordinary opportunity, to meet with a dignitary".

We disagree with how the Board occasionally interprets this language. For example, it is certainly our position that a member running the Boston Marathon, whether for the first time or the tenth time, remains "extraordinary". Please let the District Office know immediately if you have a Personal Leave Day declined and we will look into it.

If you choose Personal Leave – medical, you do NOT have to add any information in the related box.

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3. Family Leave Days

We also have Family Leave. Family Leave can be used for a family emergency or the care of a sick family member. Unlike Personal Leave, this leave is to be granted by the Principal. All you need to do is notify your Principal that you are taking this leave because your child (or other family member) is ill.

The five (5) days described in Personal Leave and Family Leave are the same five (5) days. SmartFind lists these two leaves together, but it shouldn't. By combining them on SmartFind, the Board appears to be trying to involve a supervisory officer in the approval of these, and that is not cool and not part of our Collective Agreement. The Collective Agreement is clear. There is no approval required by a supervisory officer other than the Principal.

4. SmartFind

In the SmartFind drop down menu there are several options to choose from:

102 Sick Leave (You would usually select this if you are sick.)

122 Sick Leave Medical Dental Appt for self

(You would select this if you had a medical or dental appointment for yourself.)

We have heard that some Administrators are telling Teachers to input a reason into the box for code 122. YOU DO NOT HAVE TO ENTER A REASON FOR ANY SICK LEAVE. The Board is in agreement with this, and we have asked them to be surgical in correcting this with a few admin teams. If you are at a worksite where you are asked to enter a code, immediately contact your Branch President and the District Office.

Please remember that according to our Collective Agreement, you can only specify the name of an Occasional Teacher (OT) in SmartFind with *three days advance notice*. To be clear, if you enter a specific OT to replace you the next day, or the day after that, it is a violation of our Collective Agreement. We are working with the Board to make SmartFind reflect our Collective Agreement.