

Sick Leave Tracking Chart

- Sick Leave benefits are outlined in Article C9 of the Collective Agreement.
- The first 11 sick days are paid at 100%. After that there are 120 short term disability days paid at 90%. The short term disability days are treated as sick days.
- If any of the first 11 sick days remain unused at the end of the school year, they can be carried over for one year for top-up of the 120 short-term disability days.

1 day of unused sick leave = 10 days of top-up to 100% pay

Date	Full day / partial day	Notes
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

Note: After 11 sick days, sick leave is paid out at 90% unless top-up days are available from previous year.

12		
13		
14		
15		

Note: After 15 sick days, it's a good idea to let the District Office know you have been off so they may advise/support you.

Personal Leave/Family Leave Tracking Chart

- These leaves and other short-term paid leaves are outlined in Article L25 of the Collective Agreement.
- There are a total of 5 days combined for both Personal Leave and Family Leave.
- Personal Leave must be approved by the Principal and Superintendent. Family Leave is approved by the Principal only.

Date	Personal / Family	Notes
1		
2		
3		
4		
5		