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1. MATERNITY LEAVE

1.1 General

- 1.1.1 An employee who is pregnant is eligible for maternity leave in accordance with the Manitoba Employment Standards Code. Every effort will be made by the Division in conjunction with the employee's attending physician to protect the health and safety of the pregnant employee.
- 1.1.2 Employees must submit an application in writing for maternity leave at least four (4) weeks before the date specified in the application as the day the leave is to commence.
- 1.1.3 Employees must provide the Division with a certificate from a duly qualified medical practitioner certifying that the employee is pregnant and specifying the estimated date of delivery.
- 1.1.4 Maternity leave shall consist of a period, not exceeding seventeen (17) weeks if delivery occurs on or before the date of delivery specified in the certificate referred to in 1.1.3.
- 1.1.5 Maternity leave shall consist of a period, of seventeen (17) weeks plus an additional period equal to the period between the date of delivery specified in the certificate referred to in 1.1.3 and the actual date of delivery, if the delivery occurs after the date specified in the certificate.

1.2 Commencement and Termination Dates of Leave

- 1.2.1 Maternity leave granted to an employee in accordance with Section 1.1 shall commence no earlier than seventeen (17) weeks preceding the date specified in the certificate referred to in 1.1.3 and shall terminate no later than seventeen (17) weeks following the actual date of delivery.
- 1.2.2 An employee may terminate the maternity leave earlier than the day set out in 1.2.1 by giving written notice *not less than* one pay period prior to the day the employee wishes the leave to terminate.

1.3 Special Leave Related to Pregnancy

An employee who does not submit an application for maternity leave in accordance with clause 1.1.2, but who except for the non-compliance with that clause would have been eligible for maternity leave, is entitled to and shall be granted leave consisting of:

- 1.3.1 such period or periods within the seventeen (17) weeks immediately preceding the estimated date of delivery as certified by a duly qualified medical practitioner, if the Division is provided with a certificate from a duly qualified medical practitioner stating that during the period or periods mentioned in the certificate the employee:
 - (i) was incapable of performing the normal duties of employment, or
 - (ii) will be incapable of performing the normal duties of employment,by reason of a medical condition that is or was directly attributable to her pregnancy;
- 1.3.2 such further period granted under 1.3.1. when added to the leave granted under clause 1.3.1 will not exceed the amount of maternity leave to which an employee is entitled.

1.4 Special Entitlement to Leave

An employee who does not apply for maternity leave under subsection 1.1.2 or 1.3.1 shall be granted leave for a period not exceeding the period of maternity leave to which she is entitled under subsection 1.1.4 or 1.1.5.



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1.5 Limitation

Notwithstanding anything contained in subsections 1.3 and 1.4, leave granted to an employee under any of those subsections shall terminate no later than seventeen (17) weeks following the actual date of delivery.

1.6 Supplemental Employment Benefit Plan (Maternity)

- 1.6.1 An employee except those covered by the Trades Agreements taking maternity leave pursuant to this section shall be entitled to receive pay for the period of leave up to seventeen (17) weeks in the amount of ninety percent (90%) of the salary being received at the time the leave was taken, this pay to include any benefits received from Human Resources Development Canada (HRDC) to a Supplemental Employment Benefits (SEB) Plan.
- 1.6.2 With respect to the period of maternity leave, payments made according to the SEB Plan will consist of the first seventeen weeks as follows:
- a) For the first two weeks (waiting period) payment equivalent to ninety percent (90%) of gross salary, and
 - b) For up to the next immediate fifteen (15) additional weeks payment equivalent to the difference between the Employment Insurance benefit the employee is eligible to receive and ninety percent (90%) of gross salary.
- 1.6.3 Where an employee intends to take additional leave, that employee must commence the leave immediately *following* expiry of the maternity leave without a return to work after the expiry of the maternity leave.
- 1.6.4 An employee taking additional leave is entitled, provided the terms and conditions of the Master Policies so provide, to prepay the cost of such benefit plans for the duration of the leave. Where the employee prepays the cost, such payment will include both the employee's and Division's share of the costs.
- 1.6.5 The HRDC start date for the maternity leave waiting period is the start date for which an employee is eligible for payment under this section.
- 1.6.6 For ten (10) month employees where any portion of the seventeen (17) weeks of maternity leave falls during the summer break, winter break, spring break or any other period when the employee is not earning salary, the employee is not entitled to receive top up benefits for that portion of the maternity leave.
- 1.6.7 Subject to the qualifying period being met where an employee has commenced maternity leave prior to the adoption of this policy and a portion of the first seventeen (17) weeks falls after that date, the employee shall be entitled to receive the paid maternity leave benefit for that portion (if any) of the first seventeen (17) weeks of maternity leave that falls after the date of adoption of the policy.
- 1.6.8 A specific application or registration for a SEB Plan is not required. The only requirement from HRDC is that the comment section of the Record of Employment confirm that the conditions of Section 38 of the Employment Insurance Regulations are met.



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- 1.6.9 Employees must be regular full time or part time employees (not term/temporary) of the Division during the period when maternity leave benefits may be paid by the Division in order to be eligible to receive those payments.
 - 1.6.10 The qualifying period of seven (7) consecutive months in the employ of the Division must be served as per the Employment Standards Code in order to qualify for any Supplemental maternity leave payment. Should an employee fail to serve the full qualifying period prior to the start of the maternity leave, then that employee shall be eligible to receive maternity leave benefits only for that portion of the seventeen (17) weeks which occurs after the completion of the seven (7) month qualifying period.
 - 1.6.11 The Division requires each employee on maternity leave, to provide a copy of the letter from HRDC that confirms their approval with effective dates for maternity benefits in order to calculate benefits accurately.
 - 1.6.12 Employees not eligible for maternity leave benefits from HRDC shall not be eligible for the Supplemental Benefit Plan.
 - 1.6.13 Should payments to employees be required prior to receipt of the statement from HRDC, an estimate of the entitlement will be made with an adjustment made following receipt of the statement.

1.7 Parental Leave (Maternity)

- 1.7.1 An employee who becomes the natural mother of a child is eligible for parental leave without pay.
- 1.7.2 Employees must submit an application in writing for parental leave at least four (4) weeks before the date specified in the application as the day the leave is to commence.
- 1.7.3 Employees taking parental leave in addition to maternity leave must commence the parental leave immediately on expiry of the maternity leave without a return to work after expiry of the maternity leave and before the commencement of the parental leave.
- 1.7.4 Parental leave shall consist of a period not exceeding thirty-seven (37) consecutive weeks.
- 1.7.5 An employee who gives less notice than specified in 1.7.2 shall be eligible for a period of parental leave of thirty-seven consecutive weeks less the number of days by which the notice given is less than four weeks.
- 1.7.6 An employee may terminate the parental leave earlier than the date set out in 1.7.4 or 1.7.5 by giving written notice not less than one pay period prior to the day the employee wishes the leave to terminate.

1.8 Reinstatement of Employee

An employee who wishes to resume employment on the expiration of leave granted in accordance with this section shall be reinstated by the Division in the position occupied at the time such leave commenced or in a comparable position with not less than the same wages and benefits.



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1.9 Employment Deemed Continuous

For the purpose of calculating pension and other benefits of an employee to whom leave is granted in accordance with Sections 1.1 and 1.7 employment after the termination of that leave shall be deemed to be continuous with employment before the commencement of that leave.

1.10 Additional Personal Leave for Staff

Additional personal leave following parental leave may be granted to an employee provided mutually satisfactory agreement can be concluded between the Division and the employee.

1.11 Authorization for Leave

The Chief Superintendent or designee is authorized to grant leaves in accordance with the Maternity Leave section, with the exception that additional leave requested in accordance with section 1.10, shall require approval of the Board.

2. PARENTAL LEAVE (SPOUSAL)

2.1 General

2.1.1 An employee who has become the natural father of a child or whose common law spouse becomes the natural parent of a child, or who assumes actual care and custody of their common law spouse's newborn child is eligible for parental (spousal) leave without pay in accordance with the Manitoba Employment Standards Code.

2.1.2 Employees must submit an application in writing for parental leave (spousal) at least four (4) weeks before the date specified in the application as the day the leave is to commence.

2.1.3 Parental Leave (spousal) shall consist of a period not exceeding thirty-seven (37) weeks subject to 2.1.4, 2.2.1 and 2.2.2 following.

2.1.4 An employee who gives less notice than specified in 2.1.2 shall be eligible for a period of parental leave (spousal) of thirty-seven consecutive weeks less the number of days by which the notice given is less than four weeks.

2.2 Commencement and Termination of Leave

2.2.1 Parental leave (spousal) shall commence no later than the first anniversary date of the birth of the child or of the date on which the child comes into the actual care and custody of the employee.

2.2.2 An employee may terminate the parental leave (spousal) earlier than the date set out in 2.1.3 or 2.1.4 by giving written notice *not less than* one pay period prior to the day the employee wishes the leave to terminate.

2.3 Reinstatement of Employee

An employee who wishes to resume employment on the expiration of leave granted in accordance with this section shall be reinstated by the Division in the position occupied at the time such leave commenced or in a comparable position with not less than the same wages and benefits.

2.4 Employment Deemed Continuous

For the purpose of calculating pension and other benefits of an employee to whom leave is granted in accordance with this section, employment after the termination of the leave shall be deemed to be continuous with employment before the commencement of the leave.



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2.5 Additional Personal Leave

Additional personal leave may be granted to an employee provided a mutually satisfactory agreement can be concluded between the Division and the employee.

2.6 Authorization for Leave

The Chief Superintendent or designee shall be authorized to grant leaves in accordance with the Parental Leave (Spousal) Section, with the exception that additional leave requested in accordance with Section 2.5 shall require approval of the Board.

3. ADOPTIVE LEAVE

3.1 General

- 3.1.1 An employee who has adopted a child is eligible for adoptive leave in accordance with the Manitoba Employment Standards Code.
- 3.1.2 Employees must submit an application in writing for adoptive leave at least four (4) weeks before the day specified in the application as the day the leave is to commence.
- 3.1.3 Adoptive leave shall consist of a period, not exceeding thirty-seven (37) weeks subject to 3.1.4, 3.2.1 and 3.2.2.
- 3.1.4 An employee who gives less notice than specified in 3.1.2 shall be eligible for a period of adoptive leave of thirty-seven (37) consecutive weeks less the number of days by which the notice given is less than four weeks.

3.2 Commencement and Termination of Leave

- 3.2.1 Adoptive leave shall commence no later than the first anniversary date of the adoption of the child or of the date on which the child comes into the actual care and custody of the employee.
- 3.2.2 An employee may terminate the adoptive leave earlier than the date set out in 3.1.3 or 3.1.4 by giving written notice not less than one pay period prior to the date the employee wishes the leave to terminate.

3.3 Supplemental Employment Benefit Plan (Adoptive)

- 3.3.1 An employee except those covered by the Trades Agreements taking adoptive leave pursuant to this article shall be entitled to receive pay for the period of leave up to ten (10) weeks in the amount of ninety percent (90%) of the salary being received at the time leave was taken, this pay to include any benefits received from HRDC to a SEB Plan. The implementation of this clause is subject to the successful arrangement of a SEB Plan with HRDC.
- 3.3.2 In respect of the period of adoptive leave, payments made according to the SEB Plan will consist of the first ten (10) weeks as follows:
 - a) for the first two (2) weeks (waiting period), payment equivalent to his/her ninety percent (90%) of gross salary, and
 - b) for up to the next immediate eight (8) weeks payment equivalent to the difference between the Employment Insurance benefit the employee is eligible to receive and ninety (90%) of his/her gross salary.



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- 3.3.3 Where the employee intends to take additional leave, the employee must commence the leave immediately on expiry of the adoptive leave without a return to work after expiry of the adoptive leave.
- 3.3.4 An employee taking additional leave is entitled, provided the terms and conditions of the Master Policies so provide, to prepay the cost of such benefit plans for the duration of the leave. Where the employee prepays the cost, such payment from the employee will include both the Division and employees' share of the costs.
- 3.3.5 The HRDC start date for the adoptive leave waiting period is the start date for which an employee is eligible for payment under this section.
- 3.3.6 For ten (10) month employees where any portion of the ten (10) weeks for adoptive leave top-up falls during the summer break, winter break, spring break, or any other period for when the employee is not earning salary, the employee is not entitled to receive adoptive leave benefits pursuant to this Article for that portion of the adoptive leave period.
- 3.3.7 Subject to the qualifying period being met, where an employee has commenced adoptive leave prior to the date of adoption of this policy, and a portion of the first ten (10) weeks falls after that date, the employee shall be entitled to receive the paid adoptive leave benefit for that portion (if any) of the first ten (10) weeks of adoptive leave that falls after the date of adoption of the policy.
- 3.3.8 A specific application or registration for a Supplementary Employment Benefits Plan is not required. The only requirement from (HRDC) is that the comment section of the Record of Employment confirm that the conditions of Section 38 of the Employment Insurance Regulations are met.
- 3.3.9 Employees must be regular full or part-time employees (not term/temporary) of the Division during the period when adoptive leave benefits may be paid by the Division in order to be eligible to receive those payments.
- 3.3.10 The qualifying period of seven (7) consecutive working months in the employ of the Division must be served, as per the Employment Standards Code, in order to qualify for any adoptive leave payment. For greater certainty, should an employee fail to serve the full qualifying period prior to the start of the adoptive leave, then that employee shall be eligible to receive adoptive leave benefits only for that portion of the ten (10) weeks which occurs after the completion of the seven (7) month qualifying period.
- 3.3.11 The Division requires, from each employee on adoptive leave, a copy of the letter from HRDC that confirms their approval with effective dates for adoptive benefits in order to accurately calculate her entitlement.
- 3.3.12 Employees not eligible for adoptive leave benefits from HRDC shall not be eligible for the Supplemental Employment Benefit Plan.
- 3.3.13 If both adoptive parents are employed by the Division only one employee shall be eligible for the Supplemental Employment Benefit Plan.
- 3.3.14 Should payments to employees be required prior to receipt of the Statement, an estimate of the correct entitlement will be made with an adjustment made following receipt of the Statement.



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3.4 Reinstatement of Employee

An employee who wishes to resume employment on the expiration of leave granted in accordance with this section shall be reinstated by the Division in the position occupied at the time such leave commenced or in a comparable position with not less than the same wages and benefits.

3.5 Employment Deemed Continuous

For the purpose of calculating pension and other benefits of an employee to whom leave is granted in accordance with this section, employment after the termination of the leave shall be deemed to be continuous with employment before the commencement of the leave.

3.6 Additional Personal Leave

Additional personal leave may be granted to an employee provided a mutually satisfactory agreement can be concluded between the Division and the employee.

3.7 Authorization for Leave

The Chief Superintendent or designee shall be authorized to grant leaves in accordance with the Adoptive Leave Section, with the exception that additional leave requested in accordance with Section 3.6 shall require approval of the Board.

4. LEAVE OF ABSENCE - TEACHING/CLINICAL STAFF

4.1 Employees of the teaching/clinical staff who have not completed one (1) year of service, will not be granted a leave of absence in accordance with Section 4.3 by the Board except for study or illness.

4.2 Employees of the teaching/clinical staff who have completed one (1) year of service, may be granted leave of absence by the Board in accordance with section 4.3 of this policy.

4.3 Leaves of Absence

4.3.1 Leave of absence may be granted for a period not to exceed one (1) year. Applications for extension of leave will be accepted subject to any special regulations governing the type of leave requested.

4.3.2 Leave of absence may be granted for reasons of health or for partial or suspected disability. Such applications shall be supported by a report from the employee's medical doctor setting forth a diagnosis.

4.3.3 Leave of absence may be granted for personal reasons such as illness in the employee's family, provided that the maximum period for which such leave may be extended shall be limited to three (3) years.

4.3.4 Leave of absence may be granted in order that employees may engage in educational work other than teaching provided that leave for this purpose shall be limited to one (1) year.

4.3.5 Employees may be granted leave of absence for the purpose of undertaking a teaching assignment sponsored by the Department of External Affairs of the Government of Canada or other similar assignments provided that the maximum period for which such leave may be extended shall be limited to three (3) years.

4.3.6 Employees may be granted leave of absence to engage in teaching elsewhere when in the opinion of the School Division, there are extenuating circumstances to warrant the granting of such leave. Leave for this purpose shall be limited to one (1) year.



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4.3.7 Leave of absence may be granted for temporary service in the armed forces during peace time.

4.3.8 Time spent on leave of absence shall not be used for determining entitlement to annual salary increments, except as provided in the current collective agreement.

4.4 Definition

For the purposes of Section 4, Teaching/Clinical staff shall include teachers, clinicians, Principals, Vice-Principals, Area Service Directors, Consultants, the Chief Librarian and the Service Director of Special Education.

4.5 Authorization for Leave

The Chief Superintendent or designee shall be authorized to grant leaves in accordance with this section with the exception that leaves requested for a period beyond twenty (20) weeks shall require approval of the Board.

5. LEAVE OF ABSENCE - SUPPORT STAFF

5.1 Support Staff who have not completed one (1) year of service will not be granted leave of absence in accordance with Section 5.2, except for illness.

5.2 Support Staff who have completed one (1) year of service may be granted leave of absence for a period of one (1) year with subsequent extensions to a maximum of three (3) years for reasons deemed appropriate by the Division.

5.3 Conditions for Leave

5.3.1 Employees granted leave under this section are guaranteed a position upon return, but not necessarily the same position occupied prior to the leave or a position in the same classification.

5.3.2 Employees returning from leave into a position of lesser classification shall receive salary according to the scale for the lower classification.

5.3.3 Employees placed in a position of lesser classification upon return from leave shall be given preference for placement into the first position which becomes available in their former classification.

5.4 Authorization for Leave

The Chief Superintendent or designee shall be authorized to grant leaves in accordance with this section, with the exception that leave requested for a period beyond twenty (20) weeks shall require approval of the Board.

6. LONG SERVICE LEAVE

6.1 Leave of Absence - 25 Years' Service

Twenty (20) working days' leave of absence with pay shall be granted by the Board to employees of the School Division other than teachers and employees in the Administrative Salary Classes 1-10 and 11-20 after they have been in the continuous service of the Division for twenty-five (25) years or more subject to the following conditions:

- i) that a written application shall be made by such employees for this leave of absence;
- ii) that each application shall be dealt with on its own merits;
- iii) that such leave be granted subject to the exigencies of the service; and
- iv) that such leave may be granted in addition to the employee's regular annual holidays with pay.



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6.2 Long Service Leave - Administrative Salary Classes 1-10

Employees in the Administrative 1-10 salary classes who have completed ten (10) years of service with the Division shall accumulate long service leave to their credit in accordance with the agreement between the Administrative 1-10 Group and the Board of Trustees. Such leave is to be taken subject to the following conditions:

- i) that a written application shall be made by such employees for this leave of absence;
- ii) that each application shall be dealt with on its own merits;
- iii) that such leave be granted subject to the exigencies of the service; and
- iv) that such leave may be granted in addition to the employee's regular annual holidays with pay.

6.3 Deferred Long Service Leave - Administrative Salary Classes 11-20

Employees in Administrative Salary Classes 11 to 20 inclusive shall accumulate deferred long service leave to their credit in accordance with the agreement between the Administrative 11-20 Group and the Board of Trustees. Such leave to be taken at the discretion of the employee subject to the exigencies of the service.

7. PERSONAL BUSINESS LEAVE

7.1 Teaching/Clinical Staff

The Chief Superintendent or designee shall be authorized to grant short leaves of absence to Teaching/Clinical staff in accordance with this section as follows:

Note: *Leaves granted in accordance with sections 7.1.1, 7.1.2 and 7.1.3 may not be combined to increase the leave entitlement.*

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| 7.1.1 | Emergency illness in the family or household or family emergency. | Allow one (1) day and deduct up to four (4) days at substitute rate. In special cases, deduct additional days up to a total of ten (10) days at substitute rate. |
| 7.1.2 | Death:
- member of immediate family or a relative who was a member of the household. Immediate family shall include common law spouse as defined in Section 10 below.

- grandparents, grandchildren.

- spouse's or common law spouse's mother, father, sister, brother, son, daughter. | Allow up to five (5) consecutive days; deduct at full salary for all days beyond five (5).

Allow up to two (2) consecutive days; deduct additional days up to a total of five (5) consecutive days absence at substitute rate.

Allow up to two (2) consecutive days; deduct additional days up to a total of five (5) consecutive days absence at substitute rate. |
| 7.1.3 | To attend funeral of:
- a relative outside the immediate family who was not a member of the household. | Allow up to one (1) day; deduct additional days up to a total of five (5) consecutive days absence at substitute rate. |



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| - friend. | Deduct at substitute rate. |
| - participant in ceremony (eg. Soloist). | Allow one-half (1/2) day. |
| - pallbearer. | Allow one (1) day. |
| 7.1.4 For observance of religious holy days. | Allow three (3) days per year. Deduct at Substitute rate for remainder. Requests for religious holy leave shall be governed by the procedure as set forth in the collective agreement. |

The Chief Superintendent or designee, upon review of the request, may grant short leaves of absence to teaching/clinical staff in accordance with the following:

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| 7.1.5 Writing exams for university standing. | Allow one-half (1/2) day per exam up to two (2) exams. For three (3) or more exams (half-days) deduct excess at substitute rate. |
| 7.1.6 Studying for exams. | Deduct at one two-hundredths (1/200) of annual salary. |
| 7.1.7 University or Community College Convocation:
- own. | Allow one (1) day in town, excess at substitute rate. |
| - immediate family. | Allow one (1) day; excess at one two-hundredths (1/200) of annual salary. |
| 7.1.8 Graduation (High School):
- immediate family. | Allow up to one day. |
| 7.1.9 For study (in early summer sessions, etc.) on bursary or course undertaken at School Division's request. | Allow. |
| Other study with the prior approval of the Division. | Allow up to five (5) days; deduct at substitute rate for next five (5) days; remainder of actual cost of substitute. |

Note: *Leaves approved in accordance with section 7.1.9 shall be limited to one occurrence in any school year.*



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| 7.1.10 | To attend a convention or meeting of an organization with a program relevant to the teacher's position, with the prior approval of the Division. | Allow up to five (5) days. |
| 7.1.11 | To deliver an address before an educational body. | Allow. |
| 7.1.12 | Approved absence which involves financial recompense for a teacher. | Amount of recompense may be deducted. |
| 7.1.13 | Adjudicating at festivals, etc. | Deduct at substitute rate. |
| 7.1.14 | Public service meetings:
- council, school board, etc. | Deduct at substitute rate. |
| 7.1.15 | Musical Festival (own performance). | Deduct at substitute rate. |
| 7.1.16 | Participation in sports:
- for employees participating in league, league championship, zone or round robin play, invitational meets or qualifying competitions.

- for employees selected as representatives of the city in semi-final or final provincial competition .

- for employees selected by Sports Manitoba as representatives of the Province participating in semi-final or final National competition.

- for employees selected to be members of National teams of Canada competing in International competition. | Deduct at one two-hundredth of (1/200) of annual salary.

Deduct at substitute rate.

Allow.

Allow. |
| Note: The above shall include both competitors and coaches. Coaches receiving recompense for days allowed by the Division shall reimburse the Division the amount of the recompense. | | |
| | - other approved requests (eg. officiating). | Deduct at one two-hundredths (1/200) of annual salary. |
| Note: Leaves approved in accordance with section 7.1.16 shall not exceed five (5) days in total, in any school year. | | |
| 7.1.17 | Wedding:
- own. | Deduct up to three (3) days at substitute rate. Permission may be granted for up to five (5) days except in weeks when a holiday occurs, fourth (4th) and fifth (5th) days at one two-hundredths (1/200) annual salary. |



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- in immediate family. In town one-half (1/2) day substitute rate, out of town one (1) day at substitute rate. Deduct at one two-hundredths (1/200) annual salary for excess.
- 7.1.18 Birth of a teacher's child resulting from the teacher's spouse or common law spouse's pregnancy. Allow one (1) day. This entitlement ceases two (2) days after the spouse or common law spouse is discharged from the hospital.
- Adopting a child. Allow one (1) day.
- 7.1.19 Moving. Deduct at one-two hundredths (1/200) of annual salary.
- 7.1.20 Approved late return from travel (or early departure). Deduct at one two-hundredths (1/200) of annual salary.
- 7.1.21 For quarantine of place of residence. Allow up to five (5) days.
- 7.1.22 Curriculum committee meetings. No deduction. Cost of substitute charged to Manitoba Education.
- 7.1.23 Extra Curricular Activities
- a) In any school year (as defined by the Minister of Education, Citizenship and Youth), a teacher will be entitled to a paid leave of absence of one day provided that:
- i) he/she performs 50 hours of eligible extra-curricular duties during the school year;
 - ii) the date for such leave has been agreed upon between the principal and the teacher;
 - iii) the eligible day leave of absence must be taken within the current school year; and
 - iv) the date for such leave is not adjacent to any holiday period.
- b) "Extra-curricular activities" means student-related athletic, social, leadership, recreational and cultural activities, occurring outside the normal school day, but does not include activities related to academic or instructional matters or curriculum subjects outside the normal school day, whether such occur alone or with students, parents or administrative staff, such as (without limitation) staff meetings, parent/teacher meetings, committee work, in-service sessions, marking and setting examinations, or marking school assignments.
- c) An eligible extra-curricular activity is an activity which has received prior approval from the school principal.
- d) Extra-curricular activities as described hereinbefore are voluntary.
- 7.1.24 The Chief Superintendent or designate has authority to grant personal leave in other special circumstances for up to one (1) day with no deductions from salary or with deduction at substitute rate or one two-hundredths (1/200) of annual salary.



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7.2 Support Staff

The Chief Superintendent or designee shall be authorized to grant short leave of absence to support staff **except for those employees covered by the collective agreement with the Canadian Union of Public Employees Local 110** in accordance with this section as follows:

Note: *Leaves granted in accordance with sections 7.2.1, 7.2.2, and 7.2.3 may not be combined to increase the leave entitlement.*

- | | | |
|-------|---|--|
| 7.2.1 | Emergency illness in the family or household or family emergency. | Allow one (1) day and deduct up to four (4) days at minimum rate. In special cases, deduct additional days up to a total of ten (10) days absence at minimum rate. |
| 7.2.2 | Death:
- member of immediate family or a relative who was a member of the household. Immediate family shall include common law spouse as defined in section 10 below.

- grandparents, grandchildren.

- spouse or common law spouse's mother, father, sister, brother, son, daughter. | Allow up to five (5) consecutive days. Deduct at full salary beyond five (5) days.

Allow up to three (3) consecutive days. Deduct additional days up to a total of five (5) consecutive days absence at minimum rate.

Allow up to three (3) consecutive days. Deduct additional days up to a total of five (5) consecutive days absence at minimum rate. |
| 7.2.3 | To attend funeral of:

- a relative outside the immediate family who was not a member of the household.

- friend.

- participant in ceremony (eg. Soloist)

- pallbearer | Allow up to one (1) day. Deduct additional days up to a total of five (5) consecutive days absence at minimum rate.

Deduct at minimum rate.

Allow one-half (1/2) day.

Allow one (1) day in town, one and one-half (1-1/2) days out of town. |
| 7.2.4 | For observance of religious holy days | Allow three (3) days per year through either time off in lieu of Easter, the last Monday in March, Christmas Day or Boxing Day or a mutually agreed to alternate arrangement. Requests for religious holy leave shall be governed by the procedure in 7.5 below. |



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| 7.2.5 | Writing exams for university standing. | Allow one-half (1/2) day per exam up to two (2) exams. For three (3) or more exams (half-days) deduct excess at minimum rate. |
| 7.2.6 | Studying for exams. | Deduct full salary. |
| 7.2.7 | University or Community College Convocation:
- own.

- immediate family. | Allow one (1) day in town; excess at minimum rate.

Allow one (1) day; excess at full salary. |
| 7.2.8 | Graduation (High School):
- immediate family. | Allow up to one day. |
| 7.2.9 | To attend a convention or meeting of an organization with a program relevant to the employee's position, with the prior approval of the Superintendent. | Allow up to five (5) days. |
| 7.2.10 | To deliver an address before an educational body. | Allow. |
| 7.2.11 | Approved absence which involves financial recompense for an employee. | Amount of recompense may be deducted. |
| 7.2.12 | Adjudicating at festivals, etc. | Deduct at minimum rate. |
| 7.2.13 | Public Service Meetings:
- council, school board, etc. | Deduct at minimum rate. |
| 7.2.14 | Musical Festival (own performance). | Deduct at minimum rate. |
| 7.2.15 | Participation in sports:

- for employees participating in league, league championship, zone or round robin play, Invitational meets or qualifying competitions

- for employees selected as representatives of the city in semi-final or final provincial competition

- for employees selected by Sports Manitoba as representatives of the Province participating in semi-final or final National competition.

- for employees selected to be members of | Deduct at full salary.

Deduct at minimum rate.

Allow.

Allow. |

Note: The above shall include both competitors and coaches. However coaches receiving recompense for days allowed by the Division shall reimburse the Division the amount of the recompense.



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- other approved requests (eg. officiating). Deduct at full salary.

Note: Leaves approved in accordance with section 7.2.15 shall not exceed five (5) days in total in any school year.

7.2.16 Wedding:
- own Deduct up to three (3) days at minimum rate.
Permission may be granted for up to five (5) days except in weeks when a holiday occurs, deduct fourth (4th) and fifth (5th) days at full salary.

- immediate family. In town one-half ($\frac{1}{2}$) day at minimum rate, out of town one (1) day at minimum rate. Deduct at full salary for excess.

7.2.17 Birth of an employee's child resulting from that employee's spouse or common law spouse's pregnancy. Allow one (1) day. This entitlement ceases two (2) days after the spouse or common law spouse is discharged from the hospital.

Adopting a child. Allow one (1) day.

7.2.18 Moving. Deduct full salary.

7.2.19 Approved late return from travel (or early departure). Deduct full salary.

7.2.20 For quarantine of place of residence. Allow up to five (5) days.

7.2.21 Discretionary Leave Day

- a) Each employee, except employees covered by the Winnipeg Teachers' Association and the Canadian Union of Public Employees Local 110 Collective Agreements, shall be entitled to one (1) day paid discretionary leave in each vacation year based on the employee's regularly scheduled daily hours of work.
- b) The leave cannot be deferred into the following year.
- c) The date for such leave shall be agreed upon between the Superintendent, Department Director or School Principal as the case may be and the employee and may not be adjacent to any holiday period.
- d) Requests must be submitted in writing, in advance, on the Division Short Leave Request Form.
- e) In order for an employee to qualify for the discretionary leave day, the employee must have or will likely be employed for more than 120 full or partial consecutive days during the vacation year. Employees who are employed for more than 120 full or partial consecutive days over 2 vacation years shall be entitled to one (1) day.

7.2.22 The Chief Superintendent has authority to Grant leave in other special circumstances for up to one (1) day with no deductions from salary or with deduction of minimum rate or full salary.



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7.3 Where a ten (10) month employee's compassionate leave as detailed in 7.1.2, 7.1.3, 7.2.2, or 7.2.3 commences immediately prior to or during Winter, Spring or Summer Break, the week days (other than statutory holidays) that fall during such breaks shall be considered to form part of the leave.

7.4 Notification - Religious Holy Leave:

7.4.1 Employees requiring religious holy leave prior to October 15 shall provide the Division with ten (10) working days notice in writing.

7.4.2 Employees requiring religious holy leave after October 15 shall provide notice of all leave required that school year by September 30.

7.4.3 Employees commencing employment with the Division at a time other than the start of the school year and who require religious holy leave, shall provide the Division with written notice of their requirements within ten (10) working days of commencing active employment.

7.4.4 Where appropriate notice has not been given to the Division, the Division shall provide religious holy leave days and that leave, at the Division's discretion, may be:

- i) with pay; or
- ii) regular salary less minimum rate for the employee's classification in the case of non-teaching employees; or
- iii) at regular salary less the rate for a substitute in the case of a teaching employee; or
- iv) with a full deduction of salary for the day.

7.5 Extension of Vacation/Holiday

Personal Business leave as identified in Section 7.1 and 7.2 shall not be granted for the purpose of extending vacation, break periods or holiday time.

7.6 Deduction Definitions

7.6.1 For the purposes of section 7.1, "Substitute rate" means the rate of salary for a substitute in the teacher's salary classification.

7.6.2 For the purposes of section 7.2, "Minimum rate" means the minimum schedule rate for the employee's classification.

7.6.3 For the purposes of sections 7.1 and 7.2, "Allow" means no deduction of salary.

7.6.4 For the purpose of section 7.1 Teaching/Clinical staff shall include teachers, clinicians, principals, vice-principals, area service directors, consultants, the chief librarian and the service director of special education.

7.7 Leave Request

7.7.1 Employees are required to complete "Request for Short Leave of Absence Forms", Exhibits E(1) and E(2) and secure permission from the Division prior to taking any such leave, except in emergency situations.

7.7.2 In emergency situations, the employee shall report to his/her supervisor at the earliest opportunity.



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7.8 Reporting Leaves

Principals or supervisors shall report reasons for absences for personal business in the "remarks" column of the salary report.

7.9 Absence of Principals and Vice-Principals

7.9.1 The Chief Superintendent shall submit reports to the Board regarding the absence of principals or vice-principals which are in excess of one (1) week.

7.9.2 Any principal or vice-principal who expects to be out of the school for one-half (½) day or more shall inform the appropriate Superintendent.

7.9.3 Any principal or vice-principal who is absent because of illness or personal business shall call the superintendent in the morning of the day the absence commences and again on the day of return to duty.
The nature of the illness and an estimate of the length of absence should be reported to the superintendent.

7.10 Court Appearances

7.10.1 Employees will be granted leave without deduction of salary for court appearances if the employee is subpoenaed by the Crown to be a witness in a court action provided however, the employee shall remit to the Division any remuneration which the employee may receive because of an appearance in court as a witness.

7.10.2 Employees will be granted leave without deduction of salary to a maximum of five (5) days if the employee is summoned for jury duty, provided however, the employee shall remit to the Division any remuneration which the employee may receive as a juror.

7.11 Citizenship Leave

Employees shall be allowed the necessary time off with pay to attend citizenship court to become a Canadian Citizen.

8. COMPASSIONATE CARE LEAVE

8.1 An employee who has been employed by the Division for at least 30 days shall be entitled to an unpaid compassionate care leave of up to eight weeks to provide care for a seriously ill family member.

8.2 For an employee to be eligible for leave the employee must provide a certificate from a physician as soon as possible stating that:

8.2.1 a family member of the employee has a serious medical condition with a significant risk of death within 26 weeks from
(i) the day the certificate is issued, or
(ii) if the leave was begun before the certificate was issued, the day the leave began; and

8.2.2 the family member requires the care or support of one or more family members.

8.3 An employee who wishes to take compassionate care leave must provide notice of one pay period unless circumstances require a shorter period.

8.4 An employee may take no more than two periods of leave totalling no more than eight weeks, which must end no later than 26 weeks after the first period of leave began.



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- 8.5 No period of leave may be less than one week's duration.
- 8.6 Unless the employee and the Division agree otherwise the employee may end the leave earlier than the expiry of eight weeks by giving the Division at least 48 hours notice of their return.
- 9. EXCHANGE LEAVE**
- 9.1 The Chief Superintendent or designate shall be authorized to approve exchanges made by members of the Winnipeg teaching staff with teachers from other jurisdictions.
- 10. LOAN OF SERVICE**
- 10.1 Loans of service of Division employees may be granted by the Board of Trustees for a period not to exceed three (3) years, unless warranted by exceptional circumstances, to be approved on an annual basis.
- 10.2 Loans of service will only be granted for employment with public organizations, government departments, or service as an executive member on the local employee group.
- 10.3 For the purpose of calculating pension, seniority and other benefits for the employee for whom the loan of service has been granted, employment shall be deemed as continuous.
- 10.4 An employee who wishes to resume employment on the expiration of the loan of service granted in accordance with this section is guaranteed a position upon return in the same or comparable classification with not less than the same wages and benefits.
- 10.5 Loans of service may be granted for employment with an employee group with which the Division has a collective agreement.
- 11. DEFINITION OF PARTNER**
- 11.1 For the purposes of this policy, "common law spouse" shall be defined as a person of the same or opposite gender with whom an employee has established residence and lived in a marriage-like relationship for at least twelve (12) months and has publicly represented that person as his/her spouse.
- 12. EMPLOYEES COVERED BY COLLECTIVE AGREEMENTS**
- 12.1 Where an employee under a collective agreement has a leave entitlement which is different than the entitlement specified in this policy, the provisions of the collective agreement shall apply.



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Form 2-38 (00)

THE WINNIPEG SCHOOL DIVISION
 Human Resources Department
 Request for Short Leave of Absence

Re: INSTRUCTIONAL STAFF & CLINICIANS

Employee's Name _____ Employee's No. _____
 (Last Name) (First Name) (Please Print)

School(s) _____

I request permission to be absent from school on the following date(s):

For the purpose of (Please be Specific include location) _____

If a substitute is required, arrangements are to be made by the teacher in the usual way.

Employee's Signature _____ Substitute Required Not Required
 W.S.D. Account # _____

Bill to be sent to: Dept. of Education M.T.S. W.T.A.
 Other _____

Contact Person: _____ Address: _____

- I recommend permission be granted Telephone Number: _____
 I do not recommend permission granted
 I have read this request and make no recommendation

FOR OFFICE USE ONLY

Permission is granted as requested above

(Deductions for this Absence)	_____	Days allowed, no Deduction
	_____	Days @ Substitute rate for the teacher classification
	_____	Days @ Actual cost of substitute
	_____	Days @ 1/200th of annual salary for each day of absence

ATE _____ APPROVED BY _____

For Human Resources Department

- Distribution: White - Human Resources
 Pink - Payroll
 Yellow - To Administrator
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Form 2-37(98) **THE WINNIPEG SCHOOL DIVISION**

Personnel Department
Request for Short Leave of Absence

Re: SUPPORT STAFF

Employee's Name _____ Employee's No. _____
(Last Name) (First Name) (Please Print)

Location _____

I request permission to be absent from my duties on the following date(s):

Absence No. _____ Reason Code: _____

(See Reverse for Both Numbers)

For the purpose of (please be specific): _____

If a substitute is required, arrangements are to be made by the employee in the usual way.

Substitute: Required Not Required Hours per day _____

W.S.D. Acct. # _____

I recommend permission be granted Employee's Signature _____

I do not recommend _____

I have read this request _____

Administrator's/Immediate Supervisor's Signature

(For Office Use Only)

Permission is granted as requested above.

Deductions for This Absence _____ Day(s) allowed, No deduction
_____ Day(s) at Minimum deduction
_____ Day(s) at Full deduction

Date: _____

Approved by _____

Distribution: Blue - Human Resources
Pink - Payroll Copy
Yellow - Return to Immediate Supervisor/Administrator
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D
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e _____

Employee's Name _____
 (Please Print)

School/Department _____

Leave of Absence Dates	From	Time(s) To
_____	_____	_____
_____	_____	_____
_____	_____	_____

Reason (please be specific) _____

Union/Association Requesting Leave: C.U.P.E. 110 <input type="checkbox"/> <input type="checkbox"/> C.U.P.E. 2348 <input type="checkbox"/> C.U.P.E. 4518 <input type="checkbox"/> Carpenters <input type="checkbox"/> Electricians <input type="checkbox"/> <input type="checkbox"/> Plumbers <input type="checkbox"/> W.A.N.T.E. <input type="checkbox"/> W.T.A. <input type="checkbox"/>	Charge to: Union/Association <input type="checkbox"/> Total Hours _____ Division <input type="checkbox"/> Total Hours _____ Other <input type="checkbox"/> Total Hours _____
--	--

Employee's Signature _____

Principal/Supervisor Authorization _____ Date _____

Human Resources Department _____ Date _____

Distribution: White - File Copy Pink - Return to Employee
 Green - Payroll Copy Goldenrod - Union/Association Copy
 Canary - Principal/Supervisor Copy



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Sabbatical Leave Regulations
(Excerpt from Code of Rules, Section 5.6)

1. Sabbatical Leave, for the purpose of these regulations shall mean leave of absence granted to a teacher for study or travel with part salary which shall be known as the sabbatical leave allowance, paid by the School Division to the teacher. In these regulations, the term 'equivalent' means serving the School Division as an employee for a like amount of time which may be either part to full time or a combination thereof.
2. The sabbatical leave allowance shall be:
 - (a) for ravel \$1,500 per annum
 - (b) for study \$3,000 per annum or two-thirds of the teacher's annual scheduled salary including increases negotiated during the sabbatical leave, whichever is the greater.In these regulations the term 'Salary' includes department heads', assistant department heads' allowance and negotiated increases in such allowance.
3. In cases where the allowance is \$,3000 or less, the teacher shall serve the School Division not less than the equivalent of one year following return or be required to repay the full amount of the allowance.
In cases where the allowance is more than \$3,000 the teacher shall be required to serve the School Division not less than the equivalent of three years following return. If a teacher serves less than the equivalent three years, the allowance shall be repaid in accordance with the following scale:
 - (a) If service is or less than the equivalent of one year following return, the full amount shall be repaid
 - (b) If service following return is equivalent to one year or more but less than the equivalent of two years, the amount to be repaid shall be the difference between the total sabbatical leave allowances and \$3,000.
 - (c) If the service following return is equivalent to two years or more, but less than the equivalent of three years, the amount to be repaid shall be one-half of the difference between the total allowance and \$3,000.
4. Only teachers who have completed or are completing ten years of teaching service with The Winnipeg School Division may apply for sabbatical leave for the purpose of travel and only teachers, either part or full time, who have completed or are completing the equivalent of seven years of teaching service with The Winnipeg School Division may apply for sabbatical leave for the purpose of study provided that such leave may not be granted more often than once in the equivalent of ten years thereafter.
5. Not more than two percent of the full time teaching staff as at June 30th of the year previous to that in which the sabbatical leave is to start shall be absent on sabbatical leave in any school year.
6. Sabbatical leave shall normally be given for one full school year. It shall begin with the opening of the fall term and extend to the close of the spring term. Where it is deemed advisable, this regulation may be modified to grant sabbatical leave for less than a full school year or for one full year not coterminous with the school year in which case, the teacher shall receive one two-hundredth of his regular annual salary for each school day taught and one two-hundredth of the sabbatical leave allowance for each school day in the period of sabbatical leave.
7. The application for sabbatical leave shall be filed with the4 Superintendent not later than the fifteenth day of October of the school year preceding that for which leave is desired, and must be accompanied by the following:
 - (a) in the case of leave for study: A statement outlining the course to be studied and an estimate as to the value of the leave to the teacher and to The Winnipeg School Division.
 - (b) in the case of leave for travel: A statement outlining the proposed travel and an estimate as to the value of the leave to the teacher and to The Winnipeg School Division.
8. The Superintendent shall present all applications for sabbatical leave to the Board together with the Superintendent's recommendations.
9. Teachers on sabbatical leave are permitted to accept scholarships or fellowships. They shall not engage in full time remunerative employment, except as approved by the Superintendent during seven-twelfths of their period of leave.
10. The teacher on leave shall receive the sabbatical leave allowance in regular monthly instalments, provided a satisfactory undertaking to serve The Winnipeg School Division for the equivalent of one year following return to duty has been filed with the Secretary-Treasurer, where the allowance is \$3,000 or not less than the equivalent of three years where the allowance is more than \$3,000.
11. In the event of a teacher dying while on sabbatical leave the amounts paid prior to the date of death shall not be recoverable by the Board.
12. In the event of a teacher on sabbatical leave accepting remunerative employment except as herein provided, or in the event of the teacher deciding not to return to The Winnipeg School Division teaching staff at the expiration of such leave, all monies paid as sabbatical leave allowance shall be recoverable by the Board.
13. Special emergencies which may arise in connection with sabbatical leave and which do not appear to be covered by the foregoing regulations shall be referred to the Superintendent for the Superintendent's consideration, and recommendations may be made to the Board if deemed necessary.
14. There shall be no accumulation of sick leave during the period a teacher is absent on sabbatical leave.

Note: Article 3.02 of the Collective Agreement between The Winnipeg School Division and the Winnipeg Teachers' Association provides that periods of sabbatical leave shall be included as teaching experience while in the employ of the Division.



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The Winnipeg School Division
 1577 Wall Street East Winnipeg MB R3E 2S5
 Tel 775-0231 Fax 786-6940

MATERNITY/PARENTAL/ADOPTIVE LEAVE APPLICATION

SECTION 1 - EMPLOYEE

EMPLOYEE NUMBER	EMPLOYEE LAST NAME	FIRST NAME	MIDDLE INITIAL
SCHOOL/LOCATION NAME			
POSITION	CLASS	FTE/HPD	PROGRAM/GRADE

SECTION 2 - LEAVE OPTION (SELECTIONS)

<i>Employees must be employed by the Winnipeg School Division for seven (7) consecutive months prior to the effective date of the leave.</i>	START DATE MM/DD/YY	END DATE MM/DD/YY
<input type="checkbox"/> I wish to apply for MATERNITY LEAVE allowance (includes waiting period) on the following dates:		
<input type="checkbox"/> I wish to apply for PARENTAL LEAVE (includes waiting period if applicable) on the following dates:		
<input type="checkbox"/> I wish to apply for ADOPTIVE LEAVE allowance on the following dates:		

SECTION 3 - MATERNITY/PARENTAL/ADOPTIVE LEAVE & ALLOWANCE SUMMARY - Effective September 23, 2002

BENEFIT	LEAVE WITHOUT PAY	CONDITIONS
Maternity Leave	* Maternity leave is granted up to a maximum of 17 weeks * 4 weeks written notice required * A medical certificate from the attending physician must be attached to the application	* Same or comparable position will be provided with not less than the same wages and benefits * Refer to Board Policy GCBD for complete details and conditions
Parental Leave	* Parental leave is granted up to a maximum of 37 consecutive weeks * 4 weeks written notice required	* Same or comparable position will be provided with not less than the same wages and benefits * Refer to Board Policy GCBD for complete details and conditions
Adoptive Leave	* Adoptive leave is granted up to a maximum of 37 weeks * 4 weeks written notice required	* Same or comparable position will be provided with not less than the same wages and benefits

SECTION 4 - EMPLOYEE ACKNOWLEDGMENT

It is acknowledged that I am expected to indicate my intention to return to duty at least 30 days before the expiration of my leave of absence _____
 Employee Signature Date Signed _____

SECTION 5 - ADMINISTRATOR/IMMEDIATE SUPERVISOR APPROVAL

I am aware of this application Administrator/Immediate Supervisor Signature _____ Date Signed _____

SECTION 6 - FOR HUMAN RESOURCE DEPARTMENT USE

<input type="checkbox"/> Leave recommended	HR Administrator Signature _____	Date Signed _____	SAR NO.
<input type="checkbox"/> Medical Certificate Attached	_____	_____	



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The Winnipeg School Division
1577 Wall Street East Winnipeg MB R3E 2S5
Tel 775-0231 Fax 786-6940
LEAVE OF ABSENCE APPLICATION

SECTION 1 - EMPLOYEE			
EMPLOYEE NUMBER	EMPLOYEE LAST NAME	FIRST NAME	MIDDLE INITIAL
SCHOOL/LOCATION NAME			
POSITION	CLASS	FTE/HPD	PROGRAM/GRADE
SECTION 2 - LEAVE OPTION (SELECTIONS)			
<i>Employees who have completed one (1) year of service may be granted a leave of absence Refer to the Board Policy for complete details and conditions</i>	START DATE MM/DD/YY	END DATE MM/DD/YY	
<input type="checkbox"/> I wish to apply for HEALTH LEAVE allowance (includes waiting period) on the following dates:			
<input type="checkbox"/> I wish to apply for PERSONAL LEAVE (includes waiting period if applicable) on the following dates:			
<input type="checkbox"/> I wish to apply for STUDY LEAVE allowance on the following dates:			
DETAILS:			
SECTION 3 -EMPLOYEE ACKNOWLEDGMENT			
<input type="checkbox"/> <i>It is acknowledged that I am expected to indicate my intention to return to duty at least 30 days before the expiration of my leave of absence</i>	Employee Signature _____	Date Signed _____	
SECTION 4 -ADMINISTRATOR/IMMEDIATE SUPERVISOR APPROVAL			
<input type="checkbox"/> I am aware of this application	Administrator/Immediate Supervisor Signature _____	Date Signed _____	
SECTION 5 - FOR HUMAN RESOURCE DEPARTMENT USE			
<input type="checkbox"/> Leave recommended	HR Administrator Signature _____	Date Signed _____	
<input type="checkbox"/> Medical Certificate Attached	_____	_____	
SECTION 6 - FOR BOARD APPROVAL			
APPROVAL DATE	BOARD REPORT DATE	SAR NO.	