

## 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 ( <b>current rate \$185.37</b> ).
<i>ECFE Teachers</i>	None	No personal leave provided in contract
<i>Principals</i>	16 hours* of personal leave	<b><u>Can only be used for the following purposes:</u></b> 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 &amp; 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	<b><u>Can only be used for the following purposes:</u></b> 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, 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	<b><u>Can only be used for the following purposes:</u></b> 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>	24 hours per year, must be submitted 2 days in advance except in emergency cases; reason for personal leave stated unless very private in nature	<b><u>Can only be used for the following purposes:</u></b> 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>	2 days per year, <u>deducted from sick leave</u>	<b><u>Can only be used for the following purposes:</u></b> 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 and HR.

**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.