

TBU Sick Leave, Personal Leave, and Compassionate Leave Summary

updated October 2022

Sick Leave and Short-Term Sick Leave

Sick Leave	Short-Term Sick Leave	Top-Up Bank
11 sick days per school year at 100% salary. (Prorated for part-time staff based on their FTE.) Sick days may be used for personal/family illness or medical appointments.	120 days at 90% salary, to be used when the 11 sick days are gone. (Prorated for part-time staff based on their FTE.) Short-term sick leave days are for personal sick leave only. These days cannot be used for family illness.	Any of the 11 sick days not used in the previous school year will be divided into ten (10) equal parts. Each tenth can be used to top up a short-term sick-leave day. For example: 2 unused sick days from 2021-22 can top up 20 days from 90% to 100% in 2022-23.

Procedural and Personal Leaves

18.03.01: Procedural Leaves	18.03.02: Five Personal Days
Personal leave with salary shall be granted by the Principal for the reasons listed below. The Principal shall inform the Director that leave has been granted. Reasons for these are: a) quarantine b) summons to serve as a juror c) subpoena as a witness to any legal proceeding to which the Member is not a party d) attending the birth or adoption of a child for whom the Member has a parenting responsibility e) religious observance of Holy Days f) writing examinations g) graduation ceremony for the Member, or members of the Member's immediate family h) to attend a hearing or decision at the Ontario College of Teachers, where the complaint was initiated by the board i) to attend a Workplace Safety & Insurance Board or Tribunal hearing of any kind, which has been initiated by the board.	Leaves with pay and deductions from the member's five-day personal bank shall be granted by the Administrator of Human Resources through the Principal for the following reasons: a) Serious illness or injury in the Member's immediate family b) Medical appointment of an immediate family member that cannot be scheduled outside of work hours, requiring the attendance of the Member c) Legal proceedings (including moving to a new place of residence on the day of the move) requiring the presence of the Member, not covered in 18.03.01 d) Adoption of children (interviews) e) Calamity involving home or property

Compassionate Leave Summary

18.02.01: Immediate Family	18.02.02: Extended Family	18.02.03: Friends and Others
Five consecutive school days per occurrence shall be granted by the principal, without loss of pay, for a death in the immediate family (parent, sibling, child, spouse/partner, immediate in-laws).	Three consecutive days per occurrence shall be granted by the principal, without loss of pay, for a death of a grandparent, grandchild, aunt, uncle, nephew, or niece, including in-laws.	One day per occurrence shall be granted by the principal, without loss of pay, for the death of friends or other family members.

At-Cost Leave Days

<p>TBU members may take up to 5 at-cost leave days per year. You will not lose your entire pay for the day, rather the cost of the supply teacher who is replacing you. The cost for one at-cost personal day is \$277.52. This amount will be deducted even if you are not replaced on the day you are absent, for example on PD days or a snow day.</p> <p>When applying for at-cost days, you do not need to write the director, ask for permission from your principal, or give an explanation as to why you would like the days off. You simply request the day(s) off through the EIL (employee information and leave form). Your day(s) must be granted, provided that your request is not adjacent to any school holiday (i.e. March Break, Christmas, or summer). On any given day, only three requests will be granted at each school. This is on a first-come, first-serve basis. Days can be taken consecutively or individually.</p>
