

Memo # 7

To: OECTA Secondary Teachers

From: Michele MacDonald

Re: Earned Leave Plan/Partially Paid Day

I have had some inquiries about the Earned Leave Plan/Partially Paid Day. In memo #1 I had indicated that you can find updated information in e-Serve through Employee Connect, and I have had confirmation that the information has been uploaded. Please log-in to Employee Connect>Staff Tools for Work>e-Serve. You will need to have your employee number (ID) and the PIN you use to access your pay statement (password) to gain access to e-Serve. Once logged in you click on Profile and then the tab Compensation and at the bottom you will find the information about how many Earned Leave Day(s)/Partially Paid day(s) you are eligible to access and how many unpaid days. You only have access to unpaid days if you have a Earned Leave Day(s).

In order to be eligible for an Earned Leave Day in 2015-2016 you had to use less than 10.8 days in the 2014-2015 school year. In order to be eligible for an Earned Leave Day in 2016-2017 you had to use less than 12.5 days in the 2015-2016 school year. The target for this year is 12.6 to be eligible for an Earned Leave Day in 2018-2019.

The maximum number of days you have access to now is two (2). The maximum number of PPD and unpaid days is six. You can combine a PPD with personal days. PPDs can be used at any time of the year, but if you are combining with personal days, personal days cannot be used to extend a holiday period (Christmas, March Break or Summer vacation).

Those who are on deferred salary leave, an exchange, extension of a leave, LTD, sabbatical, unpaid leave, WSIB, or secondment you are not eligible to earn a Partially Paid Day. If you return from a leave you must work a minimum of 97 days in order to be eligible for the Earned Leave Plan.

All statutory leaves are eligible for the Earned Leave Plan based on the number of days you worked in the school year.

You can locate the forms for Earned Leave day in Employee Connect>Forms>Leave of Absence. You must provide the Board with 20 days notice prior to your leave request. Do not wait apply early! The Board has 10 days to respond to your request, so do not make any arrangements until you have confirmation from the Board that your request has been granted. The Forms are to be sent to Mary Millar ([mmillar@smcdebs.on.ca](mailto:mmillar@smcdebs.on.ca)).

If you think the information in e-Serve is incorrect please contact the Unit office for further information.

**PLEASE POST AND DISTRIBUTE TO ALL OECTA MEMBERS**