

Memo #8

Date: October 13, 2017
To: Executive/Members
Re: **Earned Leave Plan**

Earned Leave Plan

Under the terms of the Central Agreement, Teachers have the ability to earn a partial paid day (PPD) off reimbursed at the occasional teacher rate of pay and access to one voluntary unpaid day leave of absence.

The Board has calculated the average annual rate of permanent teachers' absenteeism by bargaining unit. The days that are used to determine if you are eligible for a Partially Paid Day are as follows: sick leave (100% & 90% paid); birth in a family; Compassionate/Discretionary days; discretionary (not deducted from sick leave); graduation (self or family); personal days; serious family illness (2 days max); and/or writing an exam consisting of the use of paid sick leave, short-term disability leave plan, and other paid leave days, **excluding**, bereavement, jury duty, quarantine, association leave, long-term disability, and WSIB. Any teacher working less than 1.0 FTE shall be pro-rated. PPDs and unpaid days earned under this clause can be accumulated to a maximum of six (6) days. Two PPDs under this clause can be combined for one paid day off at full salary.

For the 2016-2017 school year the total number of days used to calculate the Earned Leave was 11,879.19 days and the FTE was 832.70, resulting in an average of 14.27 days. According to the Earned Leave language in the Central Agreement each permanent teacher with a rate of absenteeism less than or equal to 2016-2017 board average minus one day shall be provided with a partially-paid day. **That will mean that permanent teachers will have to use less than 13.27 days this school year in order to earn a PPD day to be used in 2017-2018 or accumulated to be used in subsequent school years.**

All permanent teachers shall be able check/monitor to the balance of Earned Leave Days, by checking using eServe. Access to Earned Leave Days is available at any time during the school year. Earned Leave Days can be used in conjunction with any other leave days.

Please note:

- **A minimum of twenty days notice is required in order for a request to be considered.**
- **Earned Leave requests are subject to school and system requirements on a first-come, first-served basis and do not have final approval until verification from Human Resources is received.**

Earned Leave Forms can be found on the website (www.oectasimcoemuskoka.on.ca) under Documents and Forms.

If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815