

The language in our local Collective Agreement is quite clear about which leave of absences "shall be" or "will be" approved by the employer and which ones "shall not be unreasonably denied" or "may be approved". However, even the leaves that "shall be" approved are often dependent on proper documentation (ie. doctor's letters, registration information, jury duty notices, etc...).

For leaves that "shall be" approved, you will not receive individual confirmation from TTOC dispatch. However, school secretaries will receive a "read receipt" when dispatch receives the scanned and emailed copy of your leave form (with documentation). This is a way to ensure we are less likely to be impacted by technological glitches in the process. If appropriate documentation is not supplied, the request will be sent back to the school secretary/ principal and/or the individual teacher. *(Please note: LOA's longer than 20 days are sent to Teaching Personnel and not to TTOC dispatch.)*

Please see the chart below for your reference. In brackets it indicates the Collective Agreement article, and whether it is a paid or unpaid leave.

Leaves which "shall be" approved by the employer....	Leaves which "can't be unreasonably denied"...
Sick Leave (G.20, see language for details)	Specialist Appointments (G.29, up to 2 days at a time, paid/ taken as sick days)
Parenthood leave (G.24, up to 30 months, unpaid)	Adoption (G.23, up to 3 days, paid)
Maternity (G.21, 17 weeks, see language for pay details)	
Extended Maternity (G.21.2, up to 30 months, unpaid)	
Paternity (G.25, one day, paid)	
Parental Leave (Employment Standards Act- contact VTA office for details; unpaid/ EI support for up to 37 weeks for birth mother, birth father or adoptive parent)	
Compassionate Care (G.2, up to 8 weeks, see language for details AND contact the VTA office, paid minus cost of TTOC/ EI support)	Discretionary (G.5, up to 3 days, unpaid)
Compassionate Leave (G.28, up to 8 days for "serious illness of immediate family member", paid, see language for details: considered on a case by case basis)	Discretionary- short term (G.30, up to 5 days, paid less cost of TTOC)
Family Responsibility (G.3, up to 5 days, unpaid)	Discretionary- long term (G.31, maximum 2 years consecutive, unpaid) (partial leave cumulative maximum of 20 months)
Bereavement (G.4.1, up to 5 days for "immediate family", paid)	Bereavement (G.4.2, 2 travel days, paid) Bereavement (G.4.5, additional travel or estate issues, paid minus cost of TTOC) Bereavement (G.4.3, for additional unpaid days) Bereavement (G.4.6 and G.4.7, 1 day for "distant" relative or friend, paid)
Jury duty (G.27, paid)	
Elected Officials (G.32, see language for details)	
Dept of Defense (G.34, unpaid, 2-3 years)	
Secondment and Exchange (G.35, unpaid)	**In lieu days (D.21.6, must be pre-arranged permission to exchange work days for in-lieu)
Leaves- Other (G.36, not more than 5 days leave under this article in any one school year) Exams (1 day, paid) Convocation (1 day, paid) Citizenship (1 day, paid) Competitions (paid, see language for details) Marriage (1 day, paid if for your OWN marriage ON a work day) Educational Activities (G.36, 2 days, paid)	
Union leave (A.22 and A.25, paid by union)	
Contract Negotiations (A.8, BCTF unpaid, local paid, see language for details)	
Regulatory (ie. Teachers' Council) (A.10, paid)	
Other: Paid Educational Leave (G. 26, up to one year, approved by committee, paid at 60%; deadline for application Dec 31 for following school year)	

\*\*Leaves related to District and school budgets (in lieu, district meetings, TDP, extra-curricular, staff development) are at the approval and discretion of the District.

***This is not to be used as a conclusive document which could stand alone without the detailed information for each leave contained within the Collective Agreement.***