

Personal Leave

BARGAINING UNIT	ALLOCATION	OTHER IMPORTANT INFORMATION
Teachers	8 hours* provided each year, not deducted from sick or vacation leave	
Principals	16 hours* of personal leave	Can only be used for the following purposes: business that cannot be conducted outside of school; court cases or similar legal appearances, funerals, approved religious holidays, emergency hardship situations.
Clerical, Media Clerks, Health Assistants, Technology Assistants	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	Can only be used for the following purposes: 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.
Nutritional Services	1* day per year (do not accumulate) and 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; deducted from sick leave , may not be taken during the first or last two weeks of the school year	Can only be used for the following purposes: 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.
Custodian	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, prorated for start date	Can only be used for the following purposes: 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.
Paras	2 days per year, <u>deducted from sick leave</u>	Can only be used for the following purposes: 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.
All Other Employees	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.