The following is provided	as a quick reference for Teacher leave entry in Atrieve.	
ABSENCE REASON/EVENT	PURPOSE	Days
Bereavement- A/U-N/N	death of aunt, uncle, niece or nephew ref. clause 14.2.3 - one day less sub pay	1 day less sub
Bereavement- Extended	death of brother, sister, parents of spouse, brother/sister-in-law,	up to 3 days
	son/daughter-in-law, grandparent, grandchild, grandparent of spouse,	
	ref. clause 14.2.2	
Bereavement-Immediate	death of spouse, child, parents, ref. clause 14.2.1	up to 5 days
Central Office Meetings		
BCCE/IFNE meetings		
Central Office Meetings	curriculum/instruction committee meetings and administrator meetings	
Children in Care	Building Relationships grant	
COSS	special education/learner supports/inclusive education	
FNMI Meetings	central office called First Nations committee meetings	
French Expansion	central office called French Meetings central office called Health and Wellness Fund initiatives	
Healthy Weights In		
Leadership Development Mentorship	administrators' leadership PD - CO called meetings new teacher mentorship	
PUF Home Visits	collaboration with parents of PUF students	
	religion co-ordinator called meetings - paid by division religion budget	
RHC Meetings	rengion co-ordinator caned meetings - paid by division rengion budget	
COVID-Sick Leave	symptoms/illness/self-isolation due to COVID (regular illness leave)	
CRSB	Canada Recovery Sick/Care Benefit (Government Benefit)	
Critical Illness - Extended	palliative/intensive care of brother, sister, parents of spouse, brother or	up to 3 days
	sister-in-law, son/daughter-in-law, grandparent, grandchild, grandparent	
	of spouse, - medical certificate required ref. see clause 14.1	
Critical Illness - Immediate	palliative/intensive care of spouse, child, parents, - medical cert. required.	up to 5 days
	ref. see clause 14.1	
External Billing	these are used when billing a third party for sub costs	
Learning Network	if LN is paying sub - typically when a teacher is giving a PD session for LN	
Alberta Education	provincial diploma exam marking, etc.	
ATA Provincial	attending ATA Prov meetings when a sub is required	
ATA Local	ATA Local business when a sub is required - usually negotiations related	
Other	any other external third party for billing	
Extra Coverage	school admin usage only - for a sub that is not replacing a designated teacher	
Family Medical/Illness	medical related appointments, Dental, Vision and Illness of child, spouse,	3 days/year
, 22.22, 222	parent or any dependent residing in the immediate household clause 14.4.1	, . , ,
Family Needs Leave	one paid day per school year for obligations/needs of spouse, child, parent, someone	1 day/year
	the teacher has legal guardianship over or self ref. clause 14.5	
Illness	personal illness - unable to work due to own illness, ref. clause 10	
Jury Duty with Pay	jury duty, subpoena or summons ref. clause 14.6	
Medical Leave	personal medical related appointments, dental, vision and longer term illness	
	ref. clause 10	

ABSENCE REASON/EVENT	PURPOSE	Days
Paternity	one day paid for arrival of child ref. clause 14.3	1 day
Personal Day Paid Teachers	no deduction personal absence, 1 day per school year - (1 accumulation from prior yr)	1 day/year
	ref. clause 12.1	
Personal Less Sub Cost	personal reasons less sub pay - 1 per school year - (can accumulate)	1 day/year
	ref. clause 12.1	
Personal Leave No Pay	used when out of paid leave entitlement - subject to approval	subj to appr
	deducted at 1/200th annual salary for each day	
School Based Budget (SBB)		
FNMI(SBB)	school initiated First Nation Metis Inuit events, PD or meetings	
French Expansion(SBB)	school initiated French events, PD or meetings	
SBB	school discretion PD activities	
Sports/Field Trips	school initiated sporting events or field trips	
Volunteer First Responder	Volunteer fire fighter and emergency responder	
	this guide is provided for quick reference only - for all leave details	
	please reference the ATA Collective Agreement - a copy is available on	
	the SPERD website under the "staff info" tab	