

	The following is provided as a quick reference for <b>Teacher leave</b> entry in Atrieve.		
<b>ABSENCE REASON/EVENT</b>	<b>PURPOSE</b>	<b>Days</b>	
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, son/daughter-in-law, grandparent, grandchild, grandparent of spouse, ref. clause 14.2.2	up to 3 days	
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		
Healthy Weights In	central office called Health and Wellness Fund initiatives		
Leadership Development	administrators' leadership PD - CO called meetings		
Mentorship	new teacher mentorship		
PUF Home Visits	collaboration with parents of PUF students		
RHC Meetings	religion co-ordinator called meetings - paid by division religion 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 sister-in-law, son/daughter-in-law, grandparent, grandchild, grandparent of spouse, - medical certificate required ref. see clause 14.1	up to 3 days	
Critical Illness - Immediate	palliative/intensive care of spouse, child, parents, - medical cert. required. ref. see clause 14.1	up to 5 days	
External Billing	<i>these are used when billing a third party for sub costs</i>		
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, parent or any dependent residing in the immediate household clause 14.4.1	3 days/year	
Family Needs Leave	one paid day per school year for obligations/needs of spouse, child, parent, someone the teacher has legal guardianship over or self ref. clause 14.5	1 day/year	
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		

[illegible]