

| | The following is provided as a quick reference for support staff leave entry in Atrieve. | | |
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| ABSENCE REASON/EVENT | PURPOSE | Days | |
| Annual Paid Vacation | not applicable to school support staff - ref. admin procedure 446 | | |
| Bereavement- A/U-N/N | death of aunt, uncle, niece or nephew ref. admin procedure 448 - 3.1 | 1 day less 1/2 pay | |
| Bereavement- Extended | death of brother, sister, parents of spouse, brother/sister-in-law, son/daughter-in-law, grandparent, grandchild, grandparent of spouse, ref. admin procedure 448 - 2.5 | up to 3 days | |
| Bereavement-Immediate | death of spouse, child, parents ref. admin procedure 448 - clause 2.5 | up to 5 days | |
| Central Office Meetings | curriculum/instruction committee meetings and administrator meetings | | |
| 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. admin procedure 448 - 2.5 | up to 3 days | |
| Critical Illness - Immediate | palliative/intensive care of spouse, child, parents, - medical cert. required. ref. admin procedure 448 - 2.5 | up to 5 days | |
| Extra Coverage | school admin usage only - for a sub that is not replacing a designated support staff | | |
| Family Medical/Illness | medical related appointments, Dental, Vision and Illness of child, spouse, parent or any dependent residing in the immediate household ref. admin procedure 448 - 2.1 | 3 days/year | |
| Illness | personal illness - unable to work due to own illness ref. admin procedure 447 - 4 | | |
| Jury Duty with Pay | jury duty or jury selection ref. admin procedure 448 - 2.6 | | |
| Medical Leave | personal medical related appointments, dental, vision and longer term illness ref. admin procedure 447 - 5 | | |
| Paternity | one day paid for arrival of child ref. admin procedure 448 - 2.4 | 1 day | |
| Personal Day Paid Support | no deduction personal absence, 1 day per school year (no accumulation) ref. admin procedure 448 - 4 | 1 day/year | |
| Personal Leave No Pay | used when out of paid leave entitlement & for vacation - subject to approval ref. admin procedure 448 - 5 | subj to appr | |
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| ABSENCE REASON/EVENT | | PURPOSE | Days |
|--|--|---|------------|
| Post Secondary Grad - Self or Child | | To attend the post-secondary graduation of a son or daughter and | 1 day/year |
| | | one's own post secondary graduation - ref admin procedure 2.7 | 1 day/year |
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| School Based Budget (SBB) | | Professional Development paid by school | |
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| Wedding of Child | | attend the wedding of a son or daughter | 1 day each |
| | | ref. admin procedure 448 - 2.2 | |
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| Wedding Self | | For an employee's own wedding - 1 day with pay & 2 days at half pay | |
| | | ref. admin procedure 448 - 2.3 | |
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| | | <i>this guide is provided for quick reference only - for all leave details please reference the Policies and Procedures - a copy is available on the SPERD website under the "staff info" tab - then Quick Links on right side - Policies and Procedures - 400 Personnel & Employee Relations AP 440 - 448 if you are unsure about a leave please call Central Office at 780-645-3323</i> | |
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