

**ABSENCE CODES - CUPE 947 (Regular)**

NAME	USER ABS CODE	AMS ABS CODE	ARTICLE	DESCRIPTION	ENTITLEMENT	APPROVAL REQUIRED (School/District)	NOTES
<b>Adoption</b>	<b>7</b>	0007	24.08	Adoption process	Up to 4 days (with pay)	HR Approval	Must be taken within 40 working days of child's placement in the home
<b>Bereavement</b>	<b>2</b>	0012	24.03	Death of <b>immediate(1)</b> family member or <b>extended(1)</b> family member or friend	Up to 5 days (with pay) 2 additional days possible for travel 1/2 day (with pay) Full day if travel required	Supervisor/Principal approval Forms to HR	See definitions below or Collective Agreement for further details
<b>District Release</b>	<b>34</b>	0034		As approved	As approved	District approval Replacement code required	
<b>Education (Paid)</b>	<b>9</b>	0009	24.05 i	Courses or skills upgrading	As approved	Prior HR approval	Courses must be professionally relevant (Leave may be granted without pay)
<b>Family Leave</b>	<b>8</b>	0008	24.12	Illness or convalescent care of <b>immediate(2)</b> family member	Up to 4 shifts (with pay) per school year	Supervisor/Principal approval Form to HR	See definitions below or Collective Agreement for further details
<b>Flex</b>	<b>55</b>	0055	18.06	Absence due to previously scheduled time worked	As approved	Supervisor/Principal approval	Time off equal to time worked (ie. 1 hr = 1 hr)
<b>Illness/Medical</b>	<b>1</b>	0005	22.01	Personal medical needs	Up to 12 shifts/year	Supervisor/Principal approval Dr. note for more than 5 days	
<b>Jury Duty</b>	<b>3</b>	0013	24.04	Jury Duty or subpoena	As needed	Supervisor/Principal approval Form and copy of subpoena to HR	Jury pay to be remitted to District
<b>Time off in LIEU of paid overtime</b>	<b>60</b>	0060	19.04	Time off in lieu of paid overtime	As approved by <u>prior</u> mutual agreement	Principal/Supervisor approval	Time off in accordance with Art. 19.01
<b>Long Service Vacation</b>	<b>24</b>	0073	21.04	Earned after 20 years of continuous regular employment	22 consecutive working days	Prior HR approval	
<b>Marriage</b>	<b>22</b>	0022	24.14	Day of employee's marriage	1 day	Supervisor/Principal Form to HR	If marriage occurs on regularly scheduled work day
<b>Paternity</b>	<b>6</b>	0006	24.08	Birth of child	Up to 4 days (with pay)	Supervisor/Principal Form to HR	Must be taken within 40 working days of the birth of the child
<b>Personal (Unpaid)</b>	<b>11</b>	0011	24.01	As approved	As approved	HR Approval Forms required 30 days in advance	
<b>School Release</b>	<b>33</b>	0033		As approved	As approved	Principal	
<b>Union Bus. (Board)</b>	<b>25</b>	0025	24.02	Paid by District	As approved	Supervisor/Principal Form to HR	
<b>Union Bus. (Union)</b>	<b>26</b>	0026	24.02	Paid by Union	As approved	Supervisor/Principal/CUPE Form to HR	CUPE Union request required
<b>Not Scheduled to Work</b>	<b>31</b>	31	n/a	Time outside of less than 12 month Assignment	As approved	n/a	For employees working less than 12 months per year
<b>Vacation</b>	<b>23</b>	0023	21.01		Dependent upon years of service	Supervisor/Principal	

AMS ABS CODE refers to Codes as viewed in the system

Forms available at <http://www.sd61.bc.ca/hr/html/forms.html>

**Immediate(1)** family member = spouse, child, parent, brother, sister, grandparent, grandchild, (or in-law of the same)  
**Extended(1)** = relatives not included in "Immediate(1)"

**Immediate(2)** family member = children, parents or spouse