

ABSENCE CODES - TEACHERS

NAME	USER ABS CODE	AMS ABS CODE	ARTICLE	DESCRIPTION	ENTITLEMENT	APPROVAL (Sch/Dist)	NOTES
Adoption	7	0007	G.2.10	Adoption process	Up to 4 days (with pay)	Principal/HR Approval	Either parent eligible or both if both employed by the District
Athletic Team/Coach Personal	36	0053	G.3.4b) ii	Personal participation as a team member or coach - non-District	Up to 5 days	HR approval 30 days in advance	Athletic activities not related to employment with the District
Athletic Association Event	12	0054		Participation in school or District based athletic events	As approved	Athletic Association Approval required	TOC Code provided upon approval
BCTF Recoverable	41	0092		TOC costs to BCTF		HR Approval Billing information required	Release request from BCTF required
Bereavement	2	0012	G.3.3	Death or critical illness of immediate* or close** family member ----- Death of extended*** family member or friend	Up to 4 days for immediate* family (with pay) Up to 2 days for close** family (with pay) <u>2 add. days possible for travel (with pay)</u> 1/2 day (with pay) [full day if travel needed] Up to 2 additional days if needed (with pay) -> TOC costs to the teacher if extended <-	Principal Approval Forms to HR	Includes FUNERAL See definitions */**/*** below
Contract Negotiation	39	0090	G.5		Various - see G.5.1-3	Principal TOC code required	
Convocation	38	0047	G.3.4a) ii	Personal or immediate* family	1 day per school year	Prior HR approval	
Cultural or Service	40	0091	G.3.4b) i	As approved	Up to 5 days per school year	Prior HR approval	
District Release	34	0034		As approved	As approved	District approval Replacement code required	
Education (Paid)	9	0009	G.3.2a),b)	Courses or exams	1 day to write an exam (with pay) Up to 10 days at the end of June (with pay)	Prior HR approval Forms to HR	Courses must be professionally relevant Confirmation and verification required
GVTA Recoverable	42	0093		TOC costs to GVTA	As approved	HR/GVTA Approval Billing information required	
Holy Day	35	0045	G.3.4a) i	As per employee's Religion	1 day per school year	HR approval 30 days in advance	

AMS ABS CODE refers to Codes as viewed in the system

*Immediate family member = spouse, child, parent, brother, sister

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

**Close = aunt, uncle, grandparent, grandchild, in-law

***Extended = relatives not included in "Immediate" or "Close"

ABSENCE CODES - TEACHERS (pg.2)

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Illness/Medical	1	0005	G.1.1-9	Personal medical needs	Up to 15 days/year for a f/t employee Pro-rated for less than f/t	Principal approval (see Notes->) Dr. note required for more than 5 consecutive days	HR Approval and Dr. note if over 20 consecutive days
Jury Duty	3	0013	G.3.6	Jury Duty or subpoena	As needed	Principal Form and subpoena to HR	Jury pay to be remitted to District
Marriage (Employee)	22	0022	G.3.4a) iii	Employee's marriage	1 day per school year	Principal/Forms to HR 30 day prior approval	Day of or day before marriage
Marriage (Family)	37	0050	G.3.4a) iv	Marriage day of immediate* family member	1 day per school year	Principal/Forms to HR 30 day prior approval	Day of the wedding only
Ministry of Education	43	0094		As approved	As approved	HR Approval Billing information required	
Misc. Recoverable	46	0097		TOC costs paid by 3rd party	As approved	HR Approval Billing information required	
Paternity	6	0006	G.3.1	Birth of child	Up to 4 days (with pay) 6 additional days (with pay) with approval - teacher pays for TOC	Principal Form to HR	Either parent eligible or both if both employed by the District
Personal (Unpaid)	11	0011	G.3.4 c	As approved	As approved	HR Approval Forms required 30 days in advance	
Pro-D	17	0017		As approved	As approved	Principal	
School Release	33	0033		As approved	As approved	Principal	
Sudden Family Illness/Emergency	8	0008	G.3.3c)	Sudden illness of family member	Up to 3 days (with pay) per school year	Principal Form to HR	Alternate care must be explored
UVIC Recoverable	44	0095		As approved	As approved	HR Approval Billing information required	

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