

TEACHERS SHORT-TERM APPLICATION FOR DISCRETIONARY LEAVE

Name: _____
 Employee #: _____
 School: _____
 Teacher's Signature: _____

Dates Requested			
YY	MM	DD	FTE Away for

Date: _____

In order to insure that the application for leave receives timely consideration, teachers are advised to make application for Board Approval as soon as known or at least 30 days prior to the requested date of leave.

This leave request is to be sent to the Human Resources Department and referred to the District Leave Review Committee, which may or may not grant leave. Please note that the District Leave Review Committee will review all applicable information submitted.

Type of Personal Leave

	<u>Contract Clause</u>	<u>TOC Code</u>	<u>Pay Codes</u>
<input type="checkbox"/> Educational Leave	G.3.2 (a) (b)	IAF10201	41
<input type="checkbox"/> Cultural or Service Activity	G.3.4 (b) (i)	IAU10201	59
<input type="checkbox"/> Athletic Team Coach or Team Member (Provincial/National/International Event)	G.3.4. (b) (ii)	IAQ102TM	53
<input type="checkbox"/> Unique or unusual professional opportunity	G.3.4. (b) iii)		
<input type="checkbox"/> Personal Leave (Without Pay)	G.3.4. (c)	IAR10201	60

Details of request (Attach an extra page if more space is needed):

**MEMORANDUM TO TEACHERS
 FROM THE DISTRICT LEADERSHIP TEAM
 March 31, 2000**

PERSONAL LEAVE WITHOUT PAY - Article G. 3.4 (c)

In accordance with Article G. 3.4 (c) of the current Local Collective Agreement between the District / BCPSEA and the GVTA/BCTF, the Greater Victoria School District may decide either to approve or deny requests for discretionary leave without pay.

In regards to the consideration of applications for discretionary leave without pay, a District Leave Referral Committee has been established. This committee has been authorized by the District Leadership Team to review all discretionary leaves.

The District Leave Review Committee will consider the following guiding principles when considering discretionary leave requests:

- *Interruption of the educational program for students from September to June each year.*
- *The need for positive modeling for students and the community in a system that emphasizes the importance of student attendance.*
- *Non-acceptance of a request to simply afford the opportunity to earn income elsewhere or for holiday purposes except in extraordinary circumstances.*

*Approval for personal leave without pay may be granted by the District Leave Review Committee in specific circumstances for an extension to the contractual personal and professional leaves in **Article G. 3**; e.g. critical illness; or for unique personal reasons. The District also may deny applications for vacations or other discretionary leaves unless there are exceptional circumstances that mitigate the disruption of educational program continuity for students in our schools.*

Each case will be considered on its own merits and reasons for denial will be given and teachers will have access to an appeal process.

Teacher to Submit to Principal

Once your leave is approved, it is your responsibility to enter your absence into ADS (Automated Dispatch System).

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PRINCIPAL REFERRAL (confidential)

To ensure that each case is reviewed on its own merits and that the test of reasonableness has been applied, the following questions are to be responded to by the principal for each discretionary leave application:

	Yes	No
1) Will this leave occur at a time that may conflict with or negatively impact special events (ie. accreditation, meet the teacher, assemblies, work experience, planning)? <i>(if yes, please explain)</i>	<input type="checkbox"/>	<input type="checkbox"/>
2) Will this leave negatively affect the introduction or conclusion of a course taught by the applicant?	<input type="checkbox"/>	<input type="checkbox"/>
3) Will this leave affect required formal reporting to students of parents? Would the applicant have completed interviews or be available when parents want to schedule appointments?	<input type="checkbox"/>	<input type="checkbox"/>
4) Would there be negative impact on the delivery of the curriculum? <i>(if yes, please explain)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5) a) Is a fully qualified teacher-on-call available?	<input type="checkbox"/>	<input type="checkbox"/>
b) Depending on the length of the leave request, can the school be assured of TOC continuity and how critical is the lack of continuity resulting from the teacher's leave to the program? <i>(if yes, please explain)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6) Has the applicant made all necessary program related provisions, such as lesson plans, to ensure a seamless delivery of the program?	<input type="checkbox"/>	<input type="checkbox"/>
7) Is this request reasonable considering the applicant's current record of absenteeism? <i>(please provide comments)</i>	<input type="checkbox"/>	<input type="checkbox"/>
8) Has the school incurred staff absences to the degree that approval of this leave would present undue hardship? <i>(if yes, please provide comments)</i>	<input type="checkbox"/>	<input type="checkbox"/>
9) Would a staff leave of absence be in conflict with a school's goals to decrease absenteeism and consequently present a negative role model for students? <i>(if yes, please explain)</i>	<input type="checkbox"/>	<input type="checkbox"/>

* Principal's Referral Signature: _____ Date: _____
 * (This does **not** indicate approval, but does support the appropriateness of the referral).

Principal to Submit to Human Resources

DISTRICT LEAVE REVIEW COMMITTEE:

DECISION:

- Approved with pay
- Approved without pay
- Partial Approval
- Denied

Payroll Department Only:	
Payroll Code	TOC Code

District Authorization Signature: _____ **Date:** _____