



Teachers' Short-term Application for Leave with Pay

Please complete this form in full and **submit to your Principal for signature**. All completed and signed forms are to be forwarded to **Human Resources** for approval.

Name: Employee #: School: Teacher's signature: Date:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="4" style="text-align: left; padding: 2px;">Dates Requested:</th> </tr> <tr> <th style="width: 25%; padding: 2px;">YY</th> <th style="width: 25%; padding: 2px;">MM</th> <th style="width: 25%; padding: 2px;">DD</th> <th style="width: 25%; padding: 2px;">FTE away for</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> <tr><td style="height: 20px;"> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>	Dates Requested:				YY	MM	DD	FTE away for																								
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Leave Criteria		
Type of Leave	Contract Clause	ADS Code
<input type="checkbox"/> Adoption / Paternity (Max. 4 days)	G.2.10 / G.3.1 (a)	7
<input type="checkbox"/> Bereavement (for max. duration please refer to collective agreement)	G.3.3 (a) (i) (ii) (iii) (b) (ii)	2
<input type="checkbox"/> Funeral (1/2 day or 1 day if outside Victoria)	G.3.3 (b) (i)	2
<input type="checkbox"/> Emergency - Sudden Family Illness (Max. 3 days each school year provided the teacher has made every effort to obtain alternate care.)	G.3.3 (c)	8
<input type="checkbox"/> A personal Convocation or Convocation of immediate family member (Immediate family is defined as spouse, child, parent, brother or sister of the teacher.) (Max. 1 day per year)	G.3.4 (a) (ii)	38
<input type="checkbox"/> The day of, or on the day before, a teacher's marriage	G.3.4 (a) (iii)	22
<input type="checkbox"/> On the day of the marriage of a person in the teacher's immediate family. (Immediate family is defined as spouse, child, parent, brother or sister of the teacher.)	G.3.4 (a) (iv)	37
<input type="checkbox"/> Education Leave – for an exam (Max. 1 day per year)		9
<input type="checkbox"/> Jury Duty (Copy of subpoena must be attached)	G.3.6	3
<i>Please note that upon receipt of jury pay, you must sign any such payment over to the Board.</i>		

Details of request:

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Principal's signature: **Date:**

Human Resource confirmed approval: **Date:**

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