



**SCHOOL DISTRICT NO. 27 (CARIBOO-CHILCOTIN)  
LEAVE or PROFESSIONAL DEVELOPMENT  
APPLICATION FOR SUPPORT STAFF**

To: Human Resources Department      FAX: (250) 392-4625

APPLICATION FOR A LEAVE OR PROFESSIONAL DEVELOPMENT

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Department/ School: \_\_\_\_\_

- I am applying for:**
- |                                      |   |  |  |
|--------------------------------------|---|--|--|
| <input type="checkbox"/> Vacation    | <input type="checkbox"/> Family Illness | <input type="checkbox"/> In-Town Medical | <input type="checkbox"/> Out-of-Town Medical |
| <input type="checkbox"/> Rural Day   | <input type="checkbox"/> Pro-D          | <input type="checkbox"/> Banked Time     | <input type="checkbox"/> Bereavement         |
| <input type="checkbox"/> Extra Hours | <input type="checkbox"/> Jury Duty      | <input type="checkbox"/> Union Leave     | <input type="checkbox"/> Parental            |

From Date: \_\_\_\_\_ To Date: \_\_\_\_\_ Number of Days: \_\_\_\_\_  
 For In-Town Medical, indicate duration of leave Amount of Time: \_\_\_\_\_  
 (15 minute increments)

If requesting Family Illness or Bereavement, please indicate the relationship to you: \_\_\_\_\_

If you are attending a Pro-D activity, please indicate the course and indicate the number of hours in attendance:

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Supervisor's Comments: \_\_\_\_\_ GL (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**For Human Resources Use Only:**

	<b>Approved as</b>	<input type="checkbox"/>	<b>Denied</b>	<input type="checkbox"/>	
Clause VII.4	Vacation	<input type="checkbox"/>	_____ day(s)		
Clause V.5	Family Illness	<input type="checkbox"/>	_____ day(s)		Confirmation required: Yes <input type="checkbox"/> No <input type="checkbox"/>
	Medical	<input type="checkbox"/>	_____ day(s)		Confirmation required for out of town
Clause V.8	Bereavement	<input type="checkbox"/>	_____ day(s)		
Clause III.6	Rural Day	<input type="checkbox"/>	_____ day(s)		
Clause V.11	Pro-D	<input type="checkbox"/>	_____ hour(s)		Summary of Pro-D activity required
	Banked Time	<input type="checkbox"/>	_____ day(s)		
	Extra Hours	<input type="checkbox"/>	_____ day(s)		
Clause V.9	Jury Duty	<input type="checkbox"/>	_____ day(s)		Confirmation and proof required
Clause V.1	Union Leave	<input type="checkbox"/>	_____ day(s)		
Clause V.6 c	a) Parental	<input type="checkbox"/>	_____ day(s)		

HR Signature: \_\_\_\_\_

CC: Employee  
Supervisor

## Leave Form Completion Information

1. Leave forms should be completed for ALL scheduled absences, including all in-town and out-of-town medical appointments. A leave form is not required if you call in sick to dispatch on your scheduled day of work.
2. Vacation Bank – All 10 month employees shall be allowed three (3) days per year from their holiday entitlement at any time during the calendar year to conduct personal business. Clause VII.4 i) as per VII.4 a) An employee's vacation shall, where practicable, be granted at the time requested, but in all cases, the commencement date must be at the convenience of the Board. Please do not book flights or make extensive holiday plans prior to receiving approval, as we the District is not responsible or liable for any losses should the leave not be approved.
3. Family Illness leaves are based on Clause V.5. If approved this time comes from your accumulated sick bank. When submitting a leave for consideration under this clause you must specify the relationship of the family member. Family is defined as spouse, common-law spouse, child, brother, sister, parent, grandparent, father-in-law, mother-in-law, and grandchild.
4. Out of town medical appointments that you attend require a leave form with the destination listed. A general guideline would be one day for travel to Quesnel, Prince George, and Kamloops, two – three days for travel to Vancouver appointments.
5. Bereavement Leave is based on Clause V.8 a) and b). Employees may be absent for a period not to exceed five (5) working days for a death in the employee's immediate family. Employees may be granted ½ day with loss of wages to attend a funeral as a pallbearer.
6. Rural Days are leaves for employees in permanent positions working in Alexis Creek, Anahim Lake, Dog Creek, Likely, Naghtaneqed and Tatla Lake and are entitled to two (2) days off with pay (pro-rated to assignment) each year to attend to business.
7. When you attend Professional Development activities, leave forms must be completed. You are paid for the length of time you attend the activity. We do not pay for meal breaks. Please attach information or a summary of the PRO D you will be attending so we can confirm which session you attended and how many hours the session was. Leave forms for PRO D should be sent in well before the event.
8. Employees may bank overtime as approved by their supervisor. You may elect to take a leave of absence with banked pay, as approved by your supervisor. Ten (10) month employees must have used their vacation days, as per Article VII.4 prior to requesting any time off, and the leave will be approved based on operational requirements.
9. Employees may bank extra hours as approved by their supervisor. You may elect to take a leave of absence with extra hours pay, as approved by your supervisor. Ten (10) month employees must have used their vacation days, as per Article VII.4 prior to requesting any time off, and the leave will be approved based on operational requirements.
10. Jury Duty is based on Clause V.9. Employee's who are required to serve as a juror or subpoenaed as a court witness (not in your own defense) will be paid their full wages that they normally would have received during such period. Employees must submit a copy of the subpoena as confirmation and proof of any money that they received for their service. Employees will be granted a leave without pay for appearance in their own legal proceedings.
11. Parental Leave is based on Clause V.6 c and applies to male employees who will be granted two (2) days off with paid paternity leave per year for the birth or adoption of their child.
12. Leave forms must be signed by the employee and dated and approved by your direct supervisor. Once the form is signed off, it should be faxed to the Human Resources Department at 250-392-4625. A copy of your leave form will be returned to you via scan to email once it has been processed by Human Resources.