



## Reference Chart for Leave Requests – SUPPORT STAFF

Leave Type	Description	Advance Notice
<b>Bank Time Earn &amp; Use (Custodial/Support)</b>	Bank Extra Hours	No Minimum
	Use Bank Time	No Minimum
<b>Bereavement Leave (Custodial/Support)</b>	Bereavement Leave	No Minimum
<b>Billing Union (Custodial/Support)</b>	Invoice to CUPE	5 Days
<b>Ext. Bereavement Leave *attach Letter (Custodial/Support)</b>	Bereavement Leave	No Minimum
<b>Family Sick CUPE</b>	Family Illness (paid)	No Minimum
<b>Illness/Medical Appointment (Custodial/Support)</b>	Sick Self	No Minimum
<b>Jury/Special Approved (Custodial)</b>	Jury Duty	No Minimum
	Senior Admin Approval	No Minimum
<b>Jury/Special Approved (Support)</b>	Jury Duty	No Minimum
	Senior Admin Approval	No Minimum
	Powerschool Training	No Minimum
	Field Trip	No Minimum
	Tech Strategic Planning	No Minimum
<b>PD Day School (Custodial/Support)</b>	Prof Devt Support	3 Days
	PD EA SSC Approval	3 Days
	EA PD Loc Adv Approve	3 Days
	PD First Aid Training	3 Days

<b>Religious Day (Custodial/Support)</b>	Religious Leave	5 Days
<b>Short Term LOA (without pay) (Custodial/Support)</b>	Leave Without Pay	5 Days
<b>***For long term leaves (5+days) submit letter to Board Office</b>		
<b>Vacation (Custodial)</b>	Vacation Carryover	No Minimum
<b>Vacation EA Article 13.06 *DO NOT USE* (Support)</b>	Vacation Ed. Assistant	No Minimum
<b>Vacation Pay for I/S Day Article 13.04 (Support)</b>	Vacation School Support	No Minimum
	Vacation Ed. Assistant	No Minimum
<b>Workplace Health &amp; Safety (Custodial/Support)</b>	Workplace Safety/Health Meeting	No Minimum

This document is available in Employee Connect under the "Forms" tab.

\*\*Last updated 09/27/2017