



**YORK CATHOLIC DISTRICT SCHOOL BOARD  
APPLICATION FOR SPECIAL LEAVE OF ABSENCE FROM DUTY**

**ACADEMIC STAFF ONLY**

*Requests for a **9.06 day(s)** are to be submitted to your school Principal **two weeks in advance**.*

*Requests for **Earned Leave Plan day(s)** are to be submitted to your Principal at least **twenty calendar days in advance**.*

*Please refer to My Portal for personal balances prior to submitting a request for a leave of absence.*

*It is the responsibility of the employee to enter their absence into SmartFind Express, once it has been approved.*

Teacher's Name \_\_\_\_\_ Employee Number \_\_\_\_\_

School \_\_\_\_\_ Position \_\_\_\_\_

Request for Special Leave of Absence from duty for the following period:

From: \_\_\_\_\_ To: \_\_\_\_\_ AM  PM  All Day  # of Days \_\_\_\_\_

Applicable Article of the Collective Agreement: \_\_\_\_\_

State in detail the reason for this request: \_\_\_\_\_

Date: \_\_\_\_\_ Teacher's signature \_\_\_\_\_

SFE Code	Article	Reason
13	9.06	Personal Day - no reason required
14	9.06a	(i) attending teacher's own graduation (ii) caring for an immediate family member in case of serious illness (iii) responsibility in the organizational aspects of artistic, athletic or cultural activities at the provincial, national or international level (iv) specialist or dentist appointment (v) inclement weather (vi) moving
114 <span style="color: red;">New</span>	MOU	(i) caring for an immediate family member in case of serious illness (ii) specialist or dentist appointment (iii) inclement weather
24	9.07	Paternity Leave (Male)
5	9.10	Jury Duty
32	9.13	Federation Business – Local
33	9.13	Federation Business – Provincial
2	9.14 (a)	Compassionate Leave (requires doctors note for approval)
7	9.14 (b)(i)	Bereavement Leave (spouse, parent, parent-in-law, child, brother, sister or grandparent)
7	9.14 (b)(ii)	Extended Bereavement Leave (spouse, parent or child)
6	9.14 (c)	Attend a Funeral (for a relative outside the immediate family or a close friend of the family)
16	9.15	Unpaid Leave – < 5 days
17	9.16	Unpaid Leave – > 5 days
108	Part A - 8	Earned Leave Plan – Access 2 Partially Paid Days (2 PPD's). Combining 2 PPDs will provide one paid day off at <b>full salary</b> – no reason required
109	Part A - 8	Earned Leave Plan – Access 1 Partially Paid Day (PPD). Accessing 1 PPD provides for reimbursement at the <b>occasional teacher rate of pay</b> – no reason required
110	Part A - 8	Earned Leave Plan – Voluntary Unpaid LOA Day – no reason required

**OFFICE USE ONLY:**

Request has been approved  Request has been denied

Date: \_\_\_\_\_ Principal signature: \_\_\_\_\_

Date: \_\_\_\_\_ Superintendent of HR signature: \_\_\_\_\_