



JOINT MEMO

December 3 2024

## EARNED LEAVE DAYS

The OECTA Bruce Grey Elementary and Secondary Units and the BGCSDB wish to advise members of changes to the procedures in place for arranging absences for Earned Leave Days. There has been no change to the language in the collective agreement.

### 13:05 PERSONAL EARNED LEAVE PLAN

It is the purpose of this plan to provide personal earned leave for reasons other than sick leave. The plan is intended to relate to the individual Employee, give recognition for a record of good attendance and allow for personal leave with pay.

- a) Annually, for the period September 1st to August 31st, the Board shall calculate the average rate of absenteeism per Employee for the system.
- b) Each Employee with a rate of absenteeism less than the average calculated in (a) above shall be awarded a credit of one (1) day in an earned leave bank as of September 1st in the year following the year of calculation. (The calculation for the period September 1st, to August 31st of each school year will be credited on September 1st, of the following school year.)
- c) The personal earned leave bank may accumulate up to a maximum of five (5) personal earned leave days. Part-time Employees shall be entitled to a pro-rated number of earned leave days. To qualify for the plan, an Employee must have been employed by the Board for one full year prior to September 1st of each year.
- d) Personal earned leave days may be used under the following provisions:
  - i) Earned Leave Days with pay may be used for personal leave at the discretion of the Employee. Requests for an earned leave day must be made to the Principal with the exception of days immediately prior to or following a statutory holiday or holiday period.
  - ii) **Where an Employee wishes to use a personal earned leave day(s) immediately prior to or following a statutory holiday or holiday period, prior written approval must be given by the Superintendent of Human Resources. These requests will be limited to one (1) per fifteen (15) Staff Members in a school.**

### Access to Earned Leave Days

To arrange an Earned Leave absence please enter your absence request on EasyConnect/Simplification.

Upon submission, you will see the following pop-up message:

*Caution: Call out replacement does not constitute approval. If approved, you will receive a confirmation email. Be aware that Earned Leave days before or after a stat holiday/break require formal approval from Human Resources. If time off is not approved, the Board will not be responsible for costs associated with travel changes or cancellations (e.g. airfare, accommodation cancellation fees).*

Earned Leave days may be taken in full or half-day increments.

### Approval Procedures

All Earned Leave absences will proceed directly to call-out for replacement coverage via EasyConnect.

*NOTE: Notice from EasyConnect that your absence has been replaced does not constitute approval.*

#### **EARNED LEAVE BEFORE OR AFTER A HOLIDAY**

Requests for Earned Leave on days immediately prior to or following a statutory holiday or holiday period, prior written approval must be given by the Superintendent of Human Resources. These requests will be limited to one (1) per fifteen (15) Staff Members in a school.

**Once you have entered your absence in EasyConnect/Simplification, your principal will be notified of your request and final approval will be authorized by Human Resources to ensure compliance with the collective agreement language above.**

**If you receive an email from EasyConnect with the subject line "Absence #xxxxxxx starting [date] was approved". This does NOT constitute final approval of these requests.**

**You will receive an email from Human Resources confirming that your request has been approved.**

#### **EARNED LEAVE ON A REGULAR DAY**

Earned Leave requests for any other day of the year are subject to approval by your Principal/Supervisor, however these days are not subject to the same requirements and limitations described above. Earned Leave may be taken at the discretion of the employee, per the collective agreement language.

**You will receive an email from EasyConnect with the subject line "Absence #xxxxxxx starting [date] was approved".**

Questions can be directed to your school principal or to Stacy Hogg at [Stacy.Hogg@bgcdsb.org](mailto:Stacy.Hogg@bgcdsb.org), Kristen Fry at [bgoecta@gmail.com](mailto:bgoecta@gmail.com), or Rose Hillyer at [bgsecot@gmail.com](mailto:bgsecot@gmail.com)