



JOINT MEMO

December 3 2024

SELF FUNDED PERSONAL LEAVE DAYS

The OECTA Bruce Grey Elementary and Secondary Units and the BGCDSB wish to remind members that our most recent Collective Agreement has provided for **Self Funded Personal Leave Days**.

LOU: SELF FUNDED PERSONAL DAYS

(LOU ends August 31, 2026 unless mutually agreed upon by the parties)

Teachers may be allowed up to two (2) personal (FTE) leave days each year (for clarity unused days shall not carry over to the subsequent school year). This entitlement shall be pro-rated according to the Teacher's FTE.

Teachers will have deducted from their regular pay approximately 110 % of the prevailing Occasional Teacher daily rate as per Schedule A of the collective agreement, to include all Board associated statutory contributions. The deduction will be pro-rated for Teachers whose daily FTE is less than full time.

Payment will be made by deduction from the Teacher's regular pay in the period they took the leave or in the pay period immediately following.

Self-funded personal leave days may be used under the following provisions:

- a) Teachers requesting leave day(s) shall provide at least two (2) weeks notice of the requested days to their school Principal. However, in extenuating circumstances a request may be made on shorter notice.
- b) Self-funded personal leave day requests:
 - i) Shall be mutually agreed to,
 - ii) Will be approved on a "first come, first served" basis,
 - iii) Will be limited to one (1) per fifteen (15) staff members in a school, and
 - iv) No self-funded days will be granted on the first day of the school year.
- c) Leave days, once confirmed, are irrevocable by either the Teacher or the Board.

Access to Self-Funded Leave Days

To apply for these Self Funded Days please enter your absence request on EasyConnect/Simplication.

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

Caution: All Self-Funded days require approval from Human Resources. Your request will not proceed to EasyConnect for replacement coverage until it has been approved. 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).

Only full days of Self Funded Personal Leave may be taken, not partial or half days.

Approval Procedures

Once you have entered your absence in EasyConnect/Simplication, 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.

You will be notified of the status of your request via EasyConnect email.

Thereafter, your absence will proceed to call-out for replacement coverage via EasyConnect.

Payroll Deduction

The current deduction amount for Self Funded Personal days, until December 31 2024, shall be \$307.29 for each day taken. Adjustments to the deduction rate will occur as needed (typically twice yearly in January and September) according to statutory deduction updates and the current OT daily rate.

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