

## TEACHERS – LEAVE OF ABSENCES

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The [Collective Agreement](#) between the Burnaby Board of Education and the Burnaby Teachers' Association, specifically Section G, outlines the various leaves of absences available to teachers.

Below is a summary of the most *common* types of leaves, including definitions and the process for requesting approval. Please refer to the collective agreement for a **full list** and details of leave of absences.

If you have questions about leave of absences, please contact your Human Resources Advisor:

Sandra Pandolfo	Elementary Teachers
Cindy Melhus	Secondary Teachers; Teachers on Call (TOCs)
Eunice Yiu	District Teachers; Adult Educators

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### Clause G.2 Compassionate Care Leave

Teachers are entitled to up to 9 weeks of compassionate care leave (or more, as allowed by the BC Employment Standards Act), taken in weekly units, to care for a seriously ill family member at risk of death within 26 weeks. A family member includes immediate and extended family, and anyone considered like a close relative, regardless of legal or biological ties.

When a teacher is eligible to receive Employment Insurance benefits, the district will pay the teacher:

- Weeks 1-9: 100% of salary minus Employment Insurance (EI) benefits.
- Salary is calculated as 1/40 (10-month pay)
- Weeks 10-26: unpaid leave.

Email your HR Advisor with the reason for your leave and the duration. If approved for a leave, the HR Advisor will create an assignment entry indicating the duration of the leave.

### Clause G.3 Employment Standards Act Leave

Teachers are entitled to the following leaves in accordance with the BC Employment Standards Act:

- Section 52 Family Responsibility Leave
- Section 52.11 Critical Illness or Injury Leave
- Section 52.5 Leave Respecting Domestic or Sexual Violence

Email your HR Advisor with the reason for your leave and duration. If approved for a leave, the HR Advisor will create an assignment entry indicating the duration of the leave.

### **Clause G.5 Unpaid Discretionary Leave (Provincial) and Clause G.48 Discretionary Leave (Local)**

Teachers are entitled to:

- Two (2) days of discretionary leave per school year, which is at the cost of Teacher Teaching on Call (TTOC); provided that:
  - The teacher provides as much advance notice as possible of intended date of leave.
  - The leave is not combined with other absences without prior approval of the Board.
  - The leave shall not be taken at the beginning or end of the school year or term, or to extend the winter or spring break,
  - A Teacher Teaching on Call is expected to be available.
- One (1) day of discretionary leave per school year, which is unpaid per Clause G.5 (Provincial)

Request approval by submitting your leave in Atrieve.

**Absence Code:** DISCRETIONARY (AT COST OF TOC) / THIRD DISCRETIONARY (UNPAID).

### **G.11 Cultural Leave for Indigenous Employees**

Teachers are entitled to leave with seven (7) days written notice to participate in Aboriginal Cultural event(s).

Request approval by submitting your leave in Atrieve.

**Absence Code:** CULTURAL LV – INDIGENOUS EMPLOYEE

### **G.25 Illness of a Third Party**

Teachers are entitled to a leave of absence at the cost of sick time (or the cost of teacher teaching on call at the request of the teacher), due to illness of a member of the family or of any close personal relationship.

For detailed information, review the [Illness of a Third Party](#) Letter of Understanding.

Request approval by submitting your leave in Atrieve.

**Absence Code:** ILLNESS OF THIRD PARTY.

### **Clause G.28 Bereavement Leave**

2. Teachers are entitled to a leave of absence with pay up to a maximum of five days in the case of the death of a wife, husband, child, mother, father, brother, sister, mother-in-law, father-in-law, grandparent, or any other close personal relationship if that person lives in the same household.

3. Upon the recommendation of the Leave of Absence Committee, teachers are entitled to bereavement leave with pay for persons not covered in #1.

4. Teachers are entitled to bereavement leave with pay when the physical arrangements for the funeral cannot be accomplished in five days, the teacher may request a leave for a longer period.

5. Teachers are entitled to leave of absence with pay for up to one day to attend the funeral of persons not covered in #1.



Request approval by submitting your leave in Atrieve. Email your HR Advisor with the reason for your leave and duration if longer than entitlement or related to #2 and #3.

**Absence Code:** BEREAVEMENT LEAVE.

#### **Clause G.47 Religious Holiday**

Teachers are entitled to a leave of absence at the cost of teacher teaching on call, for the purpose of observing a specific religious holiday.

Request approval by submitting your leave in Atrieve.

**Absence Code:** OTHER (AT COST OF TOC)

#### **Clause G.48 – Part 3 - Leave due to Serious and Compelling Personal Matters**

Teachers are entitled to a leave of absence at cost of teacher teaching on call to attend to serious and compelling personal matters where such matters cannot be addressed outside the school day or school term. This entitlement is only if the teacher has used their discretionary leave.

Email your HR Advisor with the request for leave, reason for your leave and duration. The request will be considered by the Leave of Absence Committee.

**Absence Code:** OTHER (AT COST OF TOC)

#### **Clause G.48 – Part 4 - Personal Leave**

Teachers are entitled to a leave of absence without pay for personal reasons (such as: attending a wedding, family reunion, family vacation, celebrations, visiting family members).

Email your HR Advisor with the request for leave, reason for your leave and duration. The request will be considered by Human Resources.

**Absence Code:** UNPAID LOA