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FACT SHEET

Information Regarding “Unpaid Leave Requests” – 10 mos. staff (Office, Clerical, Technical and Educational Assistants Bargaining Unit)

We have had feedback from a number of 997 Members noting appreciation of the new language in the Office, Clerical, Technical and Educational Assistants collective agreement regarding short term – unpaid leaves of absences.

A key component to this language is ensuring you meet the requirement of providing your request in writing **“at least three (3) months” in advance of the leave.**

The following is the language from the OCTEA collective agreement (Page 17):

“19.02 Short Term Leave of Absence

- (a) Effective September 1, 2006, employees whose regular work year is eleven (11) months or less are eligible for a short term leave of absence, not to exceed five (5) days, without pay, without interruption to sick leave entitlement, benefit coverage or seniority under the following conditions:
 - (i) Employee eligibility is limited to once every two (2) school years.
 - (ii) The start or end date of the leave shall not extend any Paid Holiday, with the exception of the Float Day, as defined in Article 17.01.
 - (iii) The start or end date of the leave shall not extend the March Break as defined in the school year calendar.
 - (iv) The timing of the leave shall be mutually agreed between the Principal/Supervisor and the employee. Such agreement shall not be unreasonably denied.
 - (v) A qualified supply replacement is available.
- (b) The employee shall make written application to the Superintendent of Human Resources at least three (3) months in advance of the leave, indicating that the conditions for the leave as set out in 19.02 (a) have been met. The Superintendent of Human Resources shall normally respond within ten (10) days of receipt of the application. Where an application is denied, reason(s) for denial shall be provided.”

For further information – clarification contact your Chief Steward or the CUPE 997 Office.

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My Documents/997 Web Site/Fact Sheet Short Term Unpaid Leave