

## Leaves in LRTA Collective Agreement

**Sick Leave** – This leave is used for both short and longer-term illnesses. This leave accumulates at the rate of 20 days each year to a maximum of 130 days. A teacher’s regular salary is paid until the number of sick days is exhausted. See Article 6.00 for details.

**Maternity, Adoptive and Parental Leave** – Maternity Leave for female teachers provides up to 85 days of top-up to 90% of salary. Adoptive Leave and Parental Leave are available to any teacher and provides up to 50 days of top-up to 90% of salary. See Article 6.01 for eligibility, terms and conditions. Please call the LRTA office for more details.

**Religious Leave** – This leave provides up to 3 days per school year without loss of pay for a teacher to attend to religious holy days. See Article 6.02 for details.

**Release Time for MTS Business** – This leave is used by LRTA Executive members, AGM delegates, and MTS provincial committee members to attend to business of the Association and the Society. It also provides release time for the LRTA President and Vice Presidents. See Article 6.03 for details.

**Jury and Witness Duty** – This leave allows a teacher to fulfill his/her civic responsibilities as a juror or witness. There is no loss of salary. See Article 6.05 for details.

**Leave of Absence** – This allows for an extended leave without pay (usually one school year). There is a requirement to have worked for 4 years in the Division and there is a limit of 3 such leaves in a career. See Article 6.05 for details.

**Temporary Reduction in Contract Time** – This leave without pay is used in “exceptional circumstances” and requires mutual agreement between the teacher and the Division. See Article 6.06 for details.

**Bereavement Leave** – This provides leave with no loss of pay from 1 to 5 days in the event of the death of a relative. Additional leave may be granted where travel is necessary. Where circumstances warrant, additional leave may be granted at no more than cost of a substitute. See article 6.07 for details.

**Compassionate Leave** – This provides up to 2 days leave with pay in the event of a serious illness of a family member. See Article 6.08 for details.

**Deferred Compensation Plan** (formerly Deferred Salary Leave Provision) – Teachers employed for a minimum of 2 years may apply to the Division on or before March 31 to have a percentage (may not exceed 33 1/3%) of salary deferred. Salary may be deferred for a maximum of 6 years prior to the leave of absence. Money deferred is paid to the participant during the leave of absence. This leave would count as one of the 3 allowed in Article 6.05. See Article 6.09 for details.

**Discretionary Leave** – This leave provides up to 2 days per school year for a teacher to attend to personal business. There is no cost to the teacher. See Article 6.10 for details.

***(This summary is meant as an overview and a guide only.)***

***Please contact the LRTA Office at 204-929-5782 if you have specific questions or concerns.)***

**Retirement Leave** – This leave provides for 5 days paid leave upon submission of written early notice of retirement. Deadlines for giving notice are February 1st for a June retirement and September 30th for a December retirement. See Article 6.11 for details.

**Recognition of Extra-Curricular Activities** – This leave provides a teacher with a one-half day paid leave of absence per school year for performing 25 hours of eligible extra-curricular duties, up to a maximum of 1 day of leave. See Article 6.12 for details.

**Family Medical Leave** – A teacher may use up to 4 days of accumulated sick leave each year to attend to family medical issues. There is no deduction of salary – the cost to the teacher is the loss of sick days. See Article 6.13 for details.

## **Leaves in LRSD Administrative Guidelines**

The LRSD Administrative Guidelines can be found on the Louis Riel School Division website.

**Family Leave – Policy GCCAB/GDCB.** A teacher may use up to 3 days of accumulated sick leave each year for each emergency involving a family member. There is no deduction of salary – the cost to the teacher is the loss of sick days. See the policy for details.

**Educational Leave – Policy GCCAF/GCCBF.** This leave provides a teacher who has worked 5 years in the Division partial payment while attending to full-time studies. The teacher receives the net difference between his/her salary and the salary of a first-year teacher in the same salary classification. A maximum of 20 such leaves may be allocated in a year. See the policy for details.

**Graduation Leave – Policy GCCAB-1.** This leave provides teachers 1/2 day at no cost to attend secondary or post-secondary graduation ceremonies for their children or their own post-secondary graduation ceremonies. See the policy for details.

## **Leaves in Practice**

**Funeral of a Close Friend** – The Superintendent has given assurances to the Association that the practice of giving release time with pay to a teacher to attend the funeral of a close friend will continue.

**Paternity Leave** – A total of three days are provided to the father upon the birth of a child. The first day is considered Compassionate Leave (Article 6.08). The second and third days are Family Leave and sick days are deducted.

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