

Leaves in the Collective Agreement

(The Collective Agreement can be found at www.lrta.ca/collective-agreement)

Sick Leave

This leave is used for both short and longer term illnesses. This leave accumulates at the rate of twenty (20) days each year to a maximum of 130 days. A member's regular salary is paid until the number of sick days is exhausted. See [Article 6.00](#) for details.

Maternity and Parental Leave

Maternity Leave for female members provides up to 85 teaching days of top-up to 90% of salary. Parental Leave is available to any member and provides up to 50 teaching days of top-up to 90% of salary. See [Article 6.01](#) (amended language on the LRTA website) for eligibility, terms and conditions. If you are pregnant or planning an adoption, contact the Louis Riel Teachers' Association at 929-5782 for more information regarding this leave.

Religious Leave

This leave provides up to three (3) days per school year without loss of pay for a member to attend to religious holy days. Of note, for religious leave, the Human Resources Form must be submitted no later than September 30th. See [Article 6.02](#) for details regarding notification.

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 member to fulfill their civic responsibilities as a juror or witness without loss of pay. 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 four (4) years in the Division and there is a limit of three (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 one (1) to five (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 the cost of a substitute. See [Article 6.07](#) for details.

Compassionate Leave

This provides up to two (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)

Members employed for a minimum of two (2) years may apply to the division on or before March 31 to have a percentage (may not exceed one third) of salary deferred. Salary may be deferred for a maximum of six (6) years prior to the leave of absence. Money deferred is paid to the participant during the leave of absence. See [Article 6.09](#) for details.

Discretionary Leave

This leave provides up to two (2) days per school year for a teacher to attend to personal business. Both discretionary days are at no cost to the member. Discretionary days can be taken in half-day increments. Members must book a sub through Absence Management AND submit the HR leave form request to the Board Office a minimum of 5 days in advance. See [Article 6.10](#) for details.

Retirement Leave

This leave provides for five (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

A member may access a one day paid leave of absence per school year for performing fifty (50) hours of eligible extra-curricular duties. Members can accumulate paid leave in half-day increments for performing twenty-five (25) hours of eligible extra-curricular duties. See [Article 6.12](#) for details.

Family Medical Leave

A member shall be entitled to use up to four (4) days of sick leave per year to attend to illness, injury or medical appointment to that member's partner, parent, child or grandchild. Such leave is non-cumulative from one school year to the next school year. See [Article 6.13](#) for details.

Leaves in Divisional Policies and Practices

(The Division Policies and Practices can be found on the Louis Riel School Division [website](#).)

Educational Leave

[Policy GCCAF/GCCBF](#). This leave provides a teacher who has worked five (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 twenty (20) such leaves may be allocated in a year. See the policy for details.

Graduation Leave

[Policy GCCAB](#). This leave provides members half (½) day at no cost to attend the secondary or post-secondary graduation of their children or their own post-secondary graduation ceremonies. Other types of graduation ceremonies may be considered. 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 member to attend the funeral of a close friend will continue.

Paternity Leave

A member can request up to three (3) days leave for the child's arrival.

A Human Resources form must be completed for all leaves excluding sick leave.

This summary is meant as an overview. You may wish to keep it for quick reference in the future. Please contact the Association at 204-929-5782 with specific questions or concerns.