

**EASTERN SHORES SCHOOL BOARD
ABSENCE CERTIFICATE**

I, the undersigned _____
(Surname) (Given Name)

report having been absent since, OR on : Day (1-9) _____
(Day) (Month) (Year)

_____ Part Day $\frac{\text{assigned minutes ()}}{\text{scheduled presence ()}} = \text{_____ \%}$
Whole day (s)

- 1 ☐ Absence was anticipated and authorized by _____
☐ Absence was not anticipated

2 **Indicate the reason for absence:**

- a. ☐ Sickness (Medical certificate after 5 days)
b. ☐ Special Leave (see reverse)
c. ☐ Parity Committee (PIC/EPC/SEAC/CRPC) 4-4.00
d. ☐ Syndical Leave 3-6.00
e. ☐ Other reason – explain 5-14.04 : _____
f. ☐ Professional Improvement

This statement is equivalent to a solemn declaration in virtue of the Canada Evidence Act. In witness whereof, I have signed this _____ day of the month of _____, 20____.

Teacher's Signature

Approval of Certificate

Remarks: _____

I, the undersigned, certify that the information given above is exact to the best of my knowledge.

Date

School Administration

SPECIAL LEAVE

This leave is granted with pay
(if Bank of Days allows)

School Administration

This leave is granted without pay
(Board approval 5-15.05)

Signature

Approval of the E.S.S.B. (if necessary)
(Prov. Agreement 5-14.04)

Signature of Director General

5-14.00

SPECIAL LEAVES (Please check one)

5-14.01

For the events mentioned in clause 5-14.02, the board shall grant to each full-time teacher a maximum of eight (8) non-cumulative, non-redeemable working days per year without loss of salary, supplements or premiums for regional disparities.

In accordance with the provisions of clause 10-10.01 of the 2000-2002 Provincial Agreement, clause 5-14.02 is replaced by the following:

5-14.02

Upon request to the School administration, a teacher shall be granted special leave on the following occasions to the extent indicated below:

- ☐ A) In the event of the death of his/her spouse, child, parent, sister, brother, legal guardian, spouse's child living under the same roof, five (5) consecutive working days.
- ☐ B) In the event of the death of his/her spouse's parent, sister-in-law, brother-in-law, grandchild, grandparents, three (3) consecutive working days.
- ☐ C) The birth, baptism, christening, or the birth of a child, the day of the event.
- ☐ D) The marriage of a parent, sibling, or child, or spouse's child living under the same roof, the day of the event.
- ☐ E) The taking of the habit, ordination and taking of perpetual vows of his/her child, spouse's child living under the same roof, or sibling, the day of the event.
- ☐ F) The marriage of the teacher, five (5) consecutive working days, including the day of the event.
- ☐ G) An annual maximum of five (5) working days for the serious illness of a spouse, child or parent.
- ☐ H) An annual maximum of three (3) working days for:
 - 1- a teacher professing the Jewish faith.
 - 2- a teacher who, for reasons of faith, observes Christmas Day and Good Friday on the dates established by the Julian calendar.
 - 3- a teacher professing observance of Hindu, Islamic or other holy days.
- ☐ I) One (1) day for each of the following:
 - 1) appointments to meet the requirements of obtaining Canadian Citizenship.
 - 2) the day of moving one's domicile.
 - 3) the graduation of self, spouse, child, parent, spouse's child living under the same roof, and sibling.
 - 4) the confirmation or Bar Mitzvah of child, spouse's child living under the same roof or sibling.
- ☐ J) An annual maximum of four (4) working days to cover any other event considered an Act of God (disaster, fire, flood, etc...) which obliges the teacher to absent himself/herself from work.
- ☐ K) An annual maximum of three (3) working days, normally not to precede or follow the summer vacation period, statutory or moveable holidays, for other reasons not provided for in this article and deemed valid by the school administration. In the case of distressful personal circumstances, a teacher will not be obliged to state reasons for the required leave.
- ☐ L) The school administration shall take into consideration the special circumstances of each leave, and shall grant an annual maximum of three (3) working days to account for the required traveling time, which shall be in addition to the days referred to in A) through K) above.
- ☐ M) Medical, dental, or optical appointments that cannot be conducted outside of working hours – a maximum of three (3) working days.