



**CDTA LEAVE OF ABSENCE REQUEST
For a Part Time SD71 Teacher**

Date of Submission: _____

TO: Linda Glennon, SD71 Payroll Supervisor
Attachment pdf Via Email: Linda.Glennon@sd71.bc.ca

FROM: Shirley Miller, CDTA Executive Secretary
Via Email: office71@cdta71.org (Signature) _____

A leave of absence is required for:
SD71 Part Time Teacher:
Print Name: _____
 (Signature) _____

SD71 School/Site: _____

Note to Part Time Teachers:
 If you would have been working on the date(s) listed, for example, for .3 of a day, enter that on the Contract FTE line. If you are attending a full day CDTA Event, enter .7 on the middle line and then 1.0 on the total line. If you were not scheduled to work that day enter zero, then the FTE of your attendance, for example .5 for half a day or 1.0 for a full day, and then the total.

On the day of: _____

Contract FTE: _____ FTE to be added: _____ Total FTE for this day: _____

(If second day) on the day of: _____

Contract FTE: _____ FTE to be added: _____ Total FTE for this day: _____

REASON: CDTA Business

As per Article G.7 of the 2011-13 Provincial Collective Agreement, the CDTA will be responsible for payment of a teacher on call if one is required.

Copies: Teacher, CDTA