

REQUEST FOR SPECIAL LEAVE AND FAMILY & PARENTAL RESPONSIBILITIES

PROFESSIONAL

SECTION 1 – TO BE COMPLETED BY THE PROFESSIONAL

Name \_\_\_\_\_ Place of work \_\_\_\_\_

Date of absence: \_\_\_\_\_

Duration of absence: From: \_\_\_\_\_ To: \_\_\_\_\_ (inclusively)

NOTE: If there is a change in the length of your absence, please notify the Director of Service or the School/Centre Principal.

**SECTION 1- SPECIAL LEAVE -7-3.00**  
– TO BE APPROVED BY THE DIRECTOR OF SERVICE OR THE SCHOOL /CENTER PRINCIPAL

For more information, please refer to articles under clause 7-3.00 of your collective and local agreement. Please take note that these leaves are deducted from your special leave that consists of 12 days. When the 12 days are depleted, absences will be without pay. You can check the status of your bank through the school administration or the Human Resources Department.

**7-3.02**

**Death** (from the date of death) **(Motive 90)**

☐ Spouse, child, spouse’s child(max. 7 consecutive days, working days or not)

☐ Father, mother, brother, sister (max. 5 consecutive days, working days or not)

Parents-in-law, grandparents, brother-in-law, sister-in-law, son-in-law, daughter-in- law, grandchildren (the day of the funeral)**Following Events: (Motive 98)**

☐ Marriage or civil union of parent, brother/sister, or child (day of the event)

☐ Marriage or civil union of the professional (7 consecutive working days including the day of the event)

☐ Baptism of the professional’s child (the day of the event)

☐ Ordination, taking of the habit, perpetual vows, by the professional’s child, brother, sister (the day of the event)

**Moving day (Motive 91)**

☐ Changing of the professional’s residence (one day of special leave/year)

**7-3.03**

☐ One additional day for the funeral or any other related ceremony that takes place at more than 200 km from his residence and two additional days if at more than 400 km from his residence. *For the regions entitle to regional disparities, the union and the board may agree on a number of additional days for the leaves provided by 7-3.02 Motive 90*

**7-3.04 Personal Business**

☐ Two personal business days per school year in proportion to his workload with at least 24 hours notice to the Board (article 9-1.00). Can be taken in half or full days and will be deducted from the bank of sick days.

**7-3.05**

☐ Admission exam or test in an educational institution recognized by the MELS **(Motive 71)**

☐ Jury duty/witness **(Motive 95)**

☐ Quarantine **(Motive 71)**  
Medical examination requested by the School Board**(Motive 71)** ☐

**7-3.02i) Local Agreement \***

**A maximum of three (3) working days per school year** to cover an act of God (disaster, fire, flooding, etc.) that obliges a professional to be absent from his/her work and for the following reasons (Motive 07)

☐ Two (2) days during Xmas & New Year; already scheduled on working calendar

☐ Two (2) days for other religious faiths **(Motive 92)**

☐ One (1) day for personal business (by written request to Human Resources) **(Motive 09)**

**7-3.07\***

According to article 7-3.07 of the Collective Agreement, the School Board can also authorize special leave in recognition of special circumstances. Over the past few years, the following circumstances have been deemed valid by the School Board. **(Motive 71)**

☐ To be interviewed by CQSB – the day of the interview

☐ Medical Visit

\* For any other circumstances (i.e. 7-3.07, other than the ones listed above ) or for 7-3.02 i) Act of God (max. 3 days): Please submit a written request to HR@cqsbc.ca, in the Human Resources department at the School Board.

The Director of Human Resources, in consultation with the Principal, will review the request and confirm the decision.

**SECTION 2 – PREGNANCY MEDICAL VISITS/FAMILY & PARENTAL RESPONSIBILITIES**  
– TO BE APPROVED BY THE DIRECTOR OF SERVICE OR THE SCHOOL /CENTER PRINCIPAL

**PROVINCIAL AGREEMENT**

**7-2.21 c) Pregnancy**

☐ Medical visits related to pregnancy (max. 4 days; may be taken in half-days) **(Motive 42)**

**7-9.01 Family & Parental Responsibilities** (max. 10 days) **(Motive 10)**

☐ To fill obligations related to the looking after, health or education of the employee’s child/spouse’s child or for health reasons pertaining to the employee’s spouse, mother/father, brother/sister or one of the grandparents. Six (6) of the ten (10) days used are taken from the annual bank of sick days and then these absences are without pay.

**SECTION 3 – OTHER LEAVES**  
- TO BE APPROVED BY THE DIRECTOR OF SERVICE OR THE SCHOOL/CENTER PRINCIPAL (AS PER THE CRITERIA IN THE POLICY ON LEAVES OF ABSENCE)

☐ Short term leave without pay (5 days and less) **(Motive 20)**

\_\_\_\_\_  
Employee’s signature

\_\_\_\_\_  
Approved by Director of Service, School/Centre Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date