

MEMORANDUM RE: USE OF EMERGENCY DAYS

The Director of Education has delegated the following authority to grant the approval of absences. With the exception of those noted below all days are deducted from sick leave credits. All absences must be reported according to GAP Procedure 309.00.

Immediate Supervisors have the authority to approve the following

Family Illness	2 days per occurrence applicable to all employee- as defined by the Employment Standard Act (parents, children, spouse, grandchildren, brother, sister, grandparents, parent-in-laws or with whom the employee permanently resides)
Religious Holiday	applicable to all employee groups according to the Religious Calendar issued by the Equity Officer
Graduation	1 day per occurrence applicable to all employee groups (own, spouse, child)
Moving	1 day per occurrence applicable to all employee groups (principal residence)
Writing Exams	1 day per occurrence for OECTA-E, OECTA-S, OECTA-OT, CUPE 2026, CUPE 1483 and MID-MANAGEMENT ASSOCIATION MEMBERS
Writing Exam	APSSP and DPERWA- Articles 12.070 and 10.03 respectively, and not subject to "emergency rules" or deduction from sick leave credits
Weather Conditions	1 day per occurrence applicable to all employee groups <b><u>REFER TO</u></b>

**ATTACHED MEMO FOR WEATHER CONDITIONS**

Bereavement	5 days for immediate family'-OECTA -E, OECTA-S, OECT-OT, DPERWA, APSSP, PRINCIPALS/VP, CHIEFS OF SERVICE, CUPE1483 MID-MANAGEMENT ASSOCIATION MEMBERS, CUPE2026  3 days for immediate family'-CUPE1483, CUPE 2026  2 days for other relatives*-OECTA-E, OECTA-S, OECTA-OT, APSSP, PRINCIPALS/VP, CHIEFS OF SERVICE, DPERWA, MID-MANAGEMENT ASSOCIATION MEMBERS  1 day for other relatives*- CUPE 1483, CUPE 2026  *as defined in the applicable Collective Agreement.  Bereavement leave for CUPE2026 employees is provided for outside of the Emergency Leave Article 14.04 (c)
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N.B. Bereavement leave is not deducted from sick leave credits.

Superintendent of Human Resources has the authority to approve the following: a. Submit request

on a GF249 form for emergency absences not on the above list.

b. Submit request on a GF249 form for additional time off in excess of the stated maximums on the above list

N.B. Only the attached form will be used to facilitate these requests. A letter is not required.

Also note that any days granted with pay will be deducted from sick leave credits and that approval is based on the assumption that the employee has not already used the maximum number of emergency days available under the Collective Agreements.