



**AVIS DE CONGÉS SPÉCIAUX / FORMULAIRE DE DEMANDE
SOCIAL LEAVE NOTIFICATION / REQUEST FORM
(Référence : Entente Locale – Article 5-14.00 / Reference : Local Agreement, Clause 5-14.00)**

A- Cette partie doit être soumise à l'autorité compétente au moins deux (2) jours à l'avance, à moins d'une raison qui ne laisse aucune possibilité de prévoir un tel congé..

This section must be submitted to the Designated Authority at least two (2) days in advance, unless this is impossible because of the unforeseen nature of the reason for the social leave.

Nom de l'enseignant(e) / Teacher's Name

École / School

Raison du congé spécial : Reason for Social Leave :

Durée du congé / Duration of Leave :

Du :

From : _____ / _____ / _____

au :to : _____ / _____ / _____

DEMI-JOURNÉE / HALF DAY

JOURNÉE ENTIÈRE / WHOLE DAY

NOMBRE TOTAL DE JOURS TOTAL NUMBER OF DAYS NOMBRE DE MINUTES OU PÉRIODES NUMBER OF MINUTES OR PERIODS

Signature de l'enseignant(e) / Teacher's Signature

DATE

B- Cette partie doit être complétée par l'autorité compétente ou son représentant et retournée à l'enseignant(e) dans les vingt-quatre (24) heures qui suivent.

This section to be completed by the Designated Authority or his delegate and returned to the teacher within twenty-four (24) hours.

Congé spécial approuvé jusqu'au nombre de jours indiqués ci-dessous :

Social Leave approved to the extent of the number of days indicated below :

1. Entente locale / Local Agreement

5-14.02 a) _____ b) _____ c) _____ d) _____ e) _____ f) _____ g) _____

h) _____ i) _____ j) _____ k) _____ l) _____ m) _____ n) _____

o) _____ p) _____ q) _____ r) _____

2. Entente provinciale / Provincial Agreement

5-14.03 a) _____ b) _____ c) _____ d) _____

5-14.04 _____

PROVINCIAL AGREEMENT

5-14.02

- a) In the event of the death of his or her spouse or child or the spouse's child living under the same roof: a maximum of seven consecutive days, working days or not, including the day of the funeral;
- b) In the event of the death of the teacher's father, mother, brother or sister: a maximum of five consecutive days, working days or not, including the day of the funeral;
- c) In the event of the death of the teacher's parents-in-law, grandfather, grandmother, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandson, granddaughter: three consecutive days, working days or not, including the day of the funeral;
- d) The wedding or civil union of the teacher's father, mother, brother, sister, child or the spouse's child living under the same roof: the day of the wedding or civil union;
- e) The taking of the habit, the ordination, the taking of perpetual vows by the teacher's child, brother, sister: the day of the event;
- f) The baptism of the teacher's child: the day of the event;
- g) The teacher's wedding or civil union: a maximum of seven consecutive days, working days or not, including the day of the wedding or civil union. In this case, the absence must not immediately precede or prolong the Christmas, Easter or summer vacation periods;
- h) An annual maximum of three working days to cover any other event considered as an act of God (disaster, fire, flood, etc.) which obliges a teacher to be absent from work.

LOCAL AGREEMENT

5-14.02

In addition to those reasons provided for in clause 5-14.02 (a-h) of the entente, the following reasons shall also apply:

- i) The birth of a grandchild: the day of the event;
- i) The graduation of the teacher's child: day of the event;
- k) Serious illness or accident, either of which requires immediate medical intervention, of the teacher's spouse, child, or parent: a maximum of three working days; explanation provided.
- l) For the moving of one's place of residence: the day of the event;

- m) For the purpose of attending to legal matters which cannot be done at another time, one day;
- n) For optical, dental and those medical and paramedical appointments which are not the result of the application of clause 5-10.24 of the Entente, which cannot be arranged at another time, a maximum of two days;
- o) A teacher may request to take a greater number of days than those stipulated for any of the occasions described in this clause providing that the total number of days of special leave actually taken does not exceed eight working days per year, and that the teacher has sought and received prior approval from the Board;
- p) The Principal may grant, at his/her discretion, a maximum of two of the eight allowable days of special leave for absences due to driving hazards caused by road conditions;
- q) The Principal may grant, at his/her discretion, a special leave in order to allow a teacher to attend the funeral of a student or colleague. It is understood that the granting of a special leave under this clause shall not result in a marked disruption to the operations of any school(s) in the Board.

PROVINCIAL AGREEMENT

5-14.03

Furthermore, the board shall, upon request, allow a teacher to be absent without loss of salary, supplements or premiums for regional disparities during the time when:

- a) The teacher must sit for official entrance or achievement examinations in an educational institution recognized by the Ministère;
- b) The teacher must serve in a court of law as a juror or a witness in a case in which he or she is not a party;
- c) The teacher, by order of the community health department, is placed under quarantine in his or her dwelling because of a contagious disease affecting a person living in the same dwelling;
- d) The teacher, at the specific request of the board, undergoes a medical examination.

5-14.04

The board may also allow a teacher to be absent without loss of salary, supplements or premiums for regional disparities for any other reason not mentioned in this article that it deems valid.