

Administrator/Director Leave Definitions

Sick Leave:

Accrued sick leave may be used for personal illness and disability.

Family/Emergency Leave:

May be used to attend to the health needs of the Employee's immediate family. Emergency/Family leave shall be deducted from current or accumulated sick leave. Said leave may also be used for situations requiring immediate, emergency action. Employee's immediate family is defined as spouse/civil union partner, child, parent, sibling, father/mother-in-law and member of the immediate household. The Superintendent or his/her designee shall determine whether a leave qualifies as "emergency leave" pursuant to this paragraph.

Personal Leave:

May be used to attend to important personal business, which cannot reasonably be scheduled outside of normal work hours. Personal leave shall not be used for vacation purposes.

Bereavement Leave:

The Employee may take up to five (5) days of paid leave, per occurrence, in the event of death of the Employee's spouse/civil union partner, child, parent, sibling, grandparent, grandchild, daughter/son-in-law, brother/sister-in-law, mother/father-in-law or any other member of the immediate household.

Please refer to your specific contract form for more information, including number of available leave days for each type of leave.