

The following is provided as a quick reference for Support Staff leave entry in Atrieve.		
ABSENCE REASON/EVENT	PURPOSE	Days
Annual Paid Vacation	not applicable to school support staff - ref. admin procedure 446	
Bereavement- A/U-N/N	death of aunt, uncle, niece or nephew ref. admin procedure 448 - 3.1	1 day less 1/2 pay
Bereavement- Extended	death of brother, sister, parents of spouse, brother/sister-in-law, son/daughter-in-law, grandparent, grandchild, grandparent of spouse, ref. admin procedure 448 - 2.5	up to 3 days
Bereavement-Immediate	death of spouse, child, parents ref. admin procedure 448 - clause 2.5	up to 5 days
Central Office Meetings		
Central Office Meetings	curriculum/instruction committee meetings and administrator meetings	
EAI Training	professional development for educational assistants	
FNMI Meetings	central office called First Nations committee meetings	
Employee Relations Group Comm.	committee meeting for support staff participating in ERG	
Critical Illness - Extended	palliative/intensive care of brother, sister, parents of spouse, brother or sister-in-law, son/daughter-in-law, grandparent, grandchild, grandparent of spouse, - medical certificate required ref. admin procedure 448 - 2.5	up to 3 days
Critical Illness - Immediate	palliative/intensive care of spouse, child, parents, - medical cert. required. ref. admin procedure 448 - 2.5	up to 5 days
Extra Coverage	school admin usage only - for a sub that is not replacing a designated support staff	
Family Medical/Illness	medical related appointments, Dental, Vision and Illness of child, spouse, parent or any dependent residing in the immediate household ref. admin procedure 448 - 2.1	3 days/year
Family Needs Leave	one paid day per school year for obligations/needs of child, spouse parent, any dependent residing in immediate household and self ref. admin procedure 448 - 5	1 day/year
Illness	personal illness - unable to work due to own illness ref. admin procedure 447 - 4	
Jury Duty with Pay	jury duty or jury selection ref. admin procedure 448 - 2.6	
Medical Leave	personal medical related appointments, dental, vision and longer term illness ref. admin procedure 447	
Paternity	one day paid for arrival of child ref. admin procedure 448 - 2.4	1 day
Personal Day Paid Support	no deduction personal absence, 1 day per school year (no accumulation) ref. admin procedure 448 - 4	1 day/year
Personal Leave No Pay	used when out of paid leave entitlement & for vacation - subject to approval ref. admin procedure 448 - 6	subj to appr

ABSENCE REASON/EVENT	PURPOSE	Days
Post Secondary Grad - Self	To attend the post-secondary graduation of a son or daughter and	1 day/year
or Child	one's own post secondary graduation - ref admin procedure 448 - 2.7	1 day/year
School Based Budget (SBB)	Professional Development paid by school	
Volunteer First Responder	For volunteer fire fighters and emergency responders	
Wedding of Child	attend the wedding of a son or daughter	1 day each
	ref. admin procedure 448 - 2.2	
Wedding Self	For an employee's own wedding - 1 day with pay & 2 days at half pay	
	ref. admin procedure 448 - 2.3	

*this guide is provided for quick reference only - for all leave details please reference the Policies and Procedures - a copy is available on the SPERD website under "documents" tab
Administrative Procedures - 400 Personnel & Employee Relations AP 440 - 448
if you are unsure about a leave please call Central Office at 780-645-3323*