
Board Governance Policy Cross Reference: [1, 4, 9, 10, 12](#)

Administrative Procedures Cross Reference:

[Emergency School Closure](#)

Form Cross Reference:

Legal/Regulatory Reference:

[CUPE 2972 Collective Agreement](#)

[IANTE Collective Agreement](#)

[ISDBDA Collective Agreement](#)

[Provincial Teachers' Collective Agreement](#)

[The Employment Standards Code](#) (Manitoba)

The Interlake School Division (ISD) administers the provisions outlined in ISD employee collective agreements as well as legislative requirements. It holds all employees to a high standard and expects that all employees adhere to the provisions of the employee collective agreements and the following procedures.

1. General Attendance

- a) **Absences:** Staff are expected to reliably report for all scheduled work and arrive on time. Failure to do so may result in disciplinary action.
- b) **Personal Appointments:** Personal appointments are to be scheduled outside of working hours. On occasions where this is not possible, advance notice must be given to the employee's immediate supervisor/Principal.
- c) **Requesting a Leave of Absence:** Staff are expected to electronically request leaves in the attendance system. All leave requests will be electronically reviewed by the employee's immediate supervisor/Principal (and Superintendent's office is applicable). Leaves requiring Board approval will receive a written response.
- d) **Reporting of Absences:** All staff must electronically record their absence in the attendance system.

2. Inclement/Extreme Weather Days

- a) The Division recognizes that there may be weather related situations where a school or all schools must be closed to ensure the safety and health of students and staff. See [Emergency School Closure](#) for details.
- b) In the event that school(s) are closed, regular staff members who would typically work on the day of closure will be paid for that day. If a staff member had a previously scheduled leave for only the day of the closure, their leave will be reversed. Substitute staff who were previously booked for the day of the closure will be paid for the closure day.
- c) If staff are unable to come to work due to road and/or weather conditions and the Division is **not** closed, they must either use a vacation day, personal day, or banked overtime to be paid for the day.

3. Sick Leave

- a) **Using Sick Leave:** Employees who are unable to work due to illness, disability, injury, or accident for which no compensation is payable under The Workers' Compensation Act are entitled to be paid their full salary from their accumulated sick leave days.

The Division reserves the right to require employees to obtain medical evidence of their condition including a medical prognosis, expected duration and medical restrictions. A second medical opinion may be requested, at the expense of the Division. This information will be held in the strictest of confidence and will be used to assess the impact the medical condition has on the employee's ability to perform their regular duties, both currently and in the future. Employee's physicians may be provided with a copy of the employee's job description.

- b) **Sick Leave Entitlement:**

- i. Non-Union Employees – See Non-Union Employee Agreement Section 4.1

- ii. Union Employees – see respective collective agreements:

- ITA – Article 7.01
- IANTE – Article 18
- CUPE – Article 17
- ISBDA – Article 21

- c) **Abuse of Sick Leave:** Suspected abuse of sick leave provisions will be investigated and proven abuse will result in severe disciplinary action.

4. Jury Duty

An employee called to serve as a juror or summoned to appear as a material witness in a court of law will suffer no loss of pay while doing so provided any monies received as a payment for services in excess of expense money for this duty shall be transferred to the Division. The Division must be notified of any employee summoned for jury duty. The employee is required to make application to the courts for remuneration as soon as possible following jury duty.

5. Fire/Ambulance Duty

Employees on fire or ambulance duty will not lose their salary. Employees serving in this capacity must notify their supervisor of absences of this nature.

6. Bereavement/Compassionate Leave

See respective collective agreements and Non-Union Employee Handbook for allowable paid leave days. Manitoba Employment Standards allows for 5 unpaid leave days per occurrence for employees to deal with the death of a family member. Family as defined, per respective collective agreement.

7. Maternity/Parental/Adoptive Leave

See respective collective agreements and Non-Union Employee Handbook for allowable leaves. For Non-Union Employees, maternity, parental and adoptive leave shall be granted as specified in the Labour Laws for the Province of Manitoba.

a) Maternity Leave:

- i. Staff who have been employed by the Division for at least 7 consecutive months are eligible for 17 weeks of unpaid leave. The leave can begin at any time during the 17 weeks before the expected delivery date and end no later than 17 weeks following delivery.
- ii. Written notice must be provided to the Division at least 4 weeks before the start of the maternity leave. A medical certificate verifying the pregnancy and containing the expected due date is requested with the written leave request.
- iii. In order to end the leave early, the employee must give the Division at least two weeks (or one pay period, whichever is longer) notice before she intends to end the leave.
- iv. Upon returning to work, the employee will be placed back into their original job or a job that is comparable, with no less than the same wages and benefits received before the leave.

b) Parental Leave:

- i. 63 weeks of unpaid leave is available to natural and adoptive parents who have been employed by the Division for at least 7 consecutive months. A mother's parental leave must follow immediately after her maternity leave unless a different arrangement is agreed upon by both the Division and employee. Fathers (and adoptive mothers) may take parental leave at any time up to 18 months after the birth or adoption of a child.
- ii. Written notice must be provided to the Division at least 4 weeks before the start of the parental leave.
- iii. In order to end the leave early, the employee must give the Division at least two weeks (or one pay period, whichever is longer) notice before he/she intends to end the leave.
- iv. Upon returning to work, the employee will be placed back into their original job or a job that is comparable, with no less than the same wages and benefits received before the leave.

8. Paternity Leave

Paternity leave of up to two (2) whole days may be granted with full pay.

9. Compassionate Care Leave

Compassionate Care Leave is defined as leave for an employee to care for a very ill family member. It is granted in accordance with Manitoba Employment Standards.

- a) Employees who have been employed by the Division for a minimum of 90 consecutive days are eligible to take unpaid compassionate care leave to assist critically ill family members.
- b) Employees are eligible for up to 28 weeks leave, which can be taken in one or two periods, each of which must be a minimum of one week.
- c) Generally, the employee must give one pay period's notice before the leave. The Division must be provided with a doctor's certificate certifying the family member has a serious medical condition, has a significant risk of death in the next 26 weeks and needs care and support. Employees can end their leave earlier than initially planned by giving the Division 48 hours notice they are returning to work.
- d) Following the leave, employees will return to the same or a comparable position with the same or greater pay and benefits.

10. Family Responsibility/Sick Days (Family Leave)

- a) Employees who have been employed by the Division for a minimum of 30 consecutive days are eligible to take family responsibility/sick days (Family Leave).
- b) Employees are entitled to 3 unpaid days leave per year to attend to family responsibilities, in accordance with Manitoba Employment Standards.
- c) Employees must provide as much notice as is reasonable and practical. If requested by the Division, employees must also show reasonable verification that the leave is necessary.
- d) The Division allows employees to use accumulated sick leave for this purpose (and be paid their full rate of pay).

11. Religious Holy Leave (ITA)

ITA members may request up to 3 days religious leave per school year in accordance with Article 7.08 of the Provincial Teacher Collective Agreement. Staff must electronically request this leave in the attendance system no later than September 30 of current school year.

12. Indigenous Ceremonial, Cultural, Spiritual Observance Leave (ITA)

ITA members may request leave as per Article 7.09 of the Provincial Teacher Collective Agreement.