



DISTRICT PRACTICE 4110

LEAVE PROVISIONS EXEMPT EMPLOYEES

DISTRICT PRACTICE:

The following leave provisions are for permanent and temporary exempt (non-union) employees except where outlined below.

1. APPROVAL PROCESS

To request leave under the provisions below, exempt employees must submit leave requests via Smart Find Express (SFE) in advance of the leave date (except sick leave).

Effective from August 1, 2021

2. LEAVE PROVISIONS

2.1 Bereavement Leave – Immediate family

Paid leave up to five (5) days for bereavement of immediate family. Two (2) additional days of leave may be approved for travel purposes. Immediate family is defined as spouse/common law partner, child, parent, sibling, grandchild or grandparent of the employee or the employee's spouse/common law partner. This leave must be coordinated with Human Resources at the time of the loss and taken within a reasonable timeframe.

2.2 Bereavement Leave – Other

Paid leave of one (1) day for bereavement of individual other than immediate family as outlined in 2.1.

2.3 Compassionate Leave

As per [Employment Standards Act](#), part 6, section 52.1, an employee is entitled to up to twenty-seven (27) weeks of unpaid leave to provide care or support to a family member. For more information and how to apply for unpaid leave, refer to the [Government of British Columbia website](#).

2.4 Critical Illness

As per [Employment Standards Act](#), part 6, section 52.11, an employee may request unpaid leave to provide care or support to a family member:

- (a) Up to thirty-six (36) weeks to a family member who is under nineteen (19) years of age at the start of the leave;
- (b) Up to sixteen (16) weeks of unpaid leave to family member who is nineteen (19) years of age or older.

For more information, refer to the [Government of British Columbia website](#).

2.5 Family Responsibility

POLICY 4110 LEAVE PROVISIONS EXEMPT EMPLOYEES

REFERENCES: [Employment Standards Act](#), [Canada Elections Act](#), [Election Act](#) for British Columbia

ADOPTED: December 14, 2021

Amended:



DISTRICT PRACTICE 4110

LEAVE PROVISIONS EXEMPT EMPLOYEES

As per the [Employment Standards Act](#), part 6, section 52, an employee is entitled to up to five (5) days unpaid leave during each employment year to meet responsibilities related to:

- (a) The care, health or education of a child in the employee's care, or
- (b) The care or health of any other member of the employee's immediate family

For more information, refer to the [Government of British Columbia website](#).

2.6 Illness to immediate family and medical dental appointments

Paid leave up to ten (10) days per school year for medical/dental appointment or illness to immediate family.

Immediate family includes parent, spouse/common law partner or dependent child of the employee or the employee's spouse/common law partner.

Paid leave is provided for the duration of a medical or dental appointment plus reasonable travel time. In SFE, employees are required to indicate the community where the appointment is located, the time of the appointment and the approximate duration. Efforts should be made to schedule appointments outside of instructional time wherever possible.

2.7 Jury duty/court subpoena

As per the [Employment Standards Act](#), part 6, section 55, an employee is eligible for paid leave for jury selection, as jury member or by subpoena. Documentation is required. For more information, refer to the [Government of British Columbia website](#).

2.8 Leave for voting (federal/provincial elections)

As per the [Canada Elections Act](#), section 132, every employee who is an elector is entitled, during voting hours on polling day, to have three consecutive hours for the purpose of casting their vote and, if their hours of work do not allow for those three consecutive hours, their employer shall allow the time for voting that is necessary to provide those three consecutive hours. The time that the employer shall allow for voting under subsection (1) is at the convenience of the employer.

As per the [Election Act](#) for British Columbia, part 6, division 1, section 74 (1), subject to subsections (1.1) and (1.2), an employee who is entitled to vote in an election, or who, on registration, will be entitled to vote in the election is entitled to have four consecutive hours free from employment during voting hours for general voting.

POLICY 4110 LEAVE PROVISIONS EXEMPT EMPLOYEES

REFERENCES: [Employment Standards Act](#), [Canada Elections Act](#), [Election Act](#) for British Columbia

ADOPTED: December 14, 2021

Amended:

2.9 Long-term disability

Permanent employees are eligible to apply for long-term disability on the later of one hundred and seventeen (117) calendar days or one hundred and twenty (120) sick leave days. The long-term disability plan is underwritten by Desjardins (policy #647227). Applications for long-term disability should be made forty-five (45) to sixty (60) days after the first day of disability. Employee benefit premiums are fully paid by the School District for one year. After one year of disability, employees may choose to continue benefit coverage (with carrier approval) by paying the full amount of the premium(s).

2.10 Maternity Leave

As per [Employment Standards Act](#), part 6, section 50, pregnant employees can take up to seventeen (17) consecutive weeks of unpaid maternity leave. Maternity benefits only apply to the person giving birth.

For more information, refer to the [Government of British Columbia website](#).

Supplemental employment benefits(SEB) on maternity leave

An exempt employee, who is eligible to receive Employment Insurance (EI) benefits, is entitled to seventy-five percent (75%) of their current salary, less the amount of EI benefits for seventeen (17) weeks. SEB benefits only apply to the employee giving birth.

2.11 Parental Leave

As per [Employment Standards Act](#), part 6, section 51, employees can take up to sixty-two (62) consecutive weeks of unpaid parental leave. Parental leave must begin immediately after maternity leave ends.

For more information, refer to the [Government of British Columbia website](#).

2.12 Paternity Leave

Paid leave of up to three (3) days may be granted to the non-birth parent in the case of the birth of a child, adoption or legal guardianship.

2.13 Serious Illness

Paid leave up to five (5) days in the case of serious illness of an immediate family member. Serious illness shall be defined as an illness which the patient's physician considers sufficiently critical to require the employee's presence at the bedside. Immediate family includes spouse/common law partner, child or employee or spouse/common law partner, parent/guardian, sibling, grandparent and grandchild of the employee or of their spouse/common law partner.



DISTRICT PRACTICE 4110

LEAVE PROVISIONS EXEMPT EMPLOYEES

2.14 Sick Leave

Paid sick leave is provided for intermittent and short-term sick leave up to the period of eligibility for long-term disability. Sick leave longer than five (5) days requires a School District issued medical certificate to be completed by the employee's physician.

2.15 Statutory Holidays

The School District recognizes the following twelve (12) statutory holidays:

New Year's Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
BC Day	Labour Day	Thanksgiving
Truth and Reconciliation Day	Remembrance Day	Christmas Day
Boxing Day		

2.16 Unpaid Leave

Unpaid leave may be granted after all other paid leave provisions have been exhausted. Unpaid leave must be requested through your supervisor, in advance, and will be reviewed by Human Resources.

2.17 Vacation

The calendar year for the purposes of vacation is September 1 to August 31. Non-school based employees are entitled to annual vacation as follows:

- (a) Four (4) weeks after one (1) year of continuous service;
- (b) Five (5) weeks after six (6) years of continuous service;
- (c) Six (6) weeks after twelve (12) years continuous service.

As per the Public Sector Employment regulations, no employee is permitted to carry over more than ten (10) days of accrued vacation past August 31.

The School District has the right to amend at any time and without notice for leave provisions not contained in an employee's personal services contract. All questions about leave provisions should be directed to the Human Resources manager.

[POLICY 4110 LEAVE PROVISIONS EXEMPT EMPLOYEES](#)

REFERENCES: [Employment Standards Act](#), [Canada Elections Act](#), [Election Act](#) for British Columbia

ADOPTED: December 14, 2021

Amended: