



Leaves and Accommodations

Steward Training
March 2024

Sick Leave

- Personal Illness Days: 11 paid at 100%
- Short Term Disability Leave: 120 paid at 90%
- Top-Up Days: unused personal illness days carried over from the previous year (each unused day is equal to 10 top-up days paid at 10% to be added to STDL Days)

Pro-rated if less than full time

e.g., 0.5 FTE received 5.5 personal illness days

Abilities Forms

The Board does not accept medical notes.

A Board form is required to request a:

- medical leave (for an absence of 5 or more days)
- medical accommodation

Medical Form Tips

- Medical forms (except for due date notes) should be sent to the Board Abilities Office
- Medical notes/forms are not to be provided to school admin.
- Always keep a copy of your medical form
- Never have your doctor send a document to the Board that you have not seen
- Call the Local **first** (not Human Resources) for clarification of medical absence issues

Long Term Disability

- LTD is implemented by OTIP
- May be available to members who exhaust their personal illness days and short-term disability leave
- Members on a prolonged medical leave will be contacted by a rehabilitation counsellor from OTIP's Early Intervention program in the first few weeks of absence (the contact is mandatory, participation is based on need)
- Coordinated through the Local
- LTD application forms – send only to OTIP

LTD Benefits:

- LTD pays 50% salary
- Non-taxable
- Pension and basic life insurance is fully covered
- Continuation of health and dental benefits for 24 months

WSIB – Workplace Safety and Insurance Board

Any member who is absent with a work-related injury should contact the Local. There can be a significant financial impact.

WSIB Benefits provided:

- Loss of Earning Benefits (wage replacement)- pays 85% of net salary (non-taxable)
- Health Care Benefits (treatment expenses) – payment for most medical treatments related to the workplace accident
- Pension is not covered
- Continuation of health, dental and life insurance

Members that find themselves unable to meet the Board attendance requirements and goals should reach out to the Local for support as soon as possible.

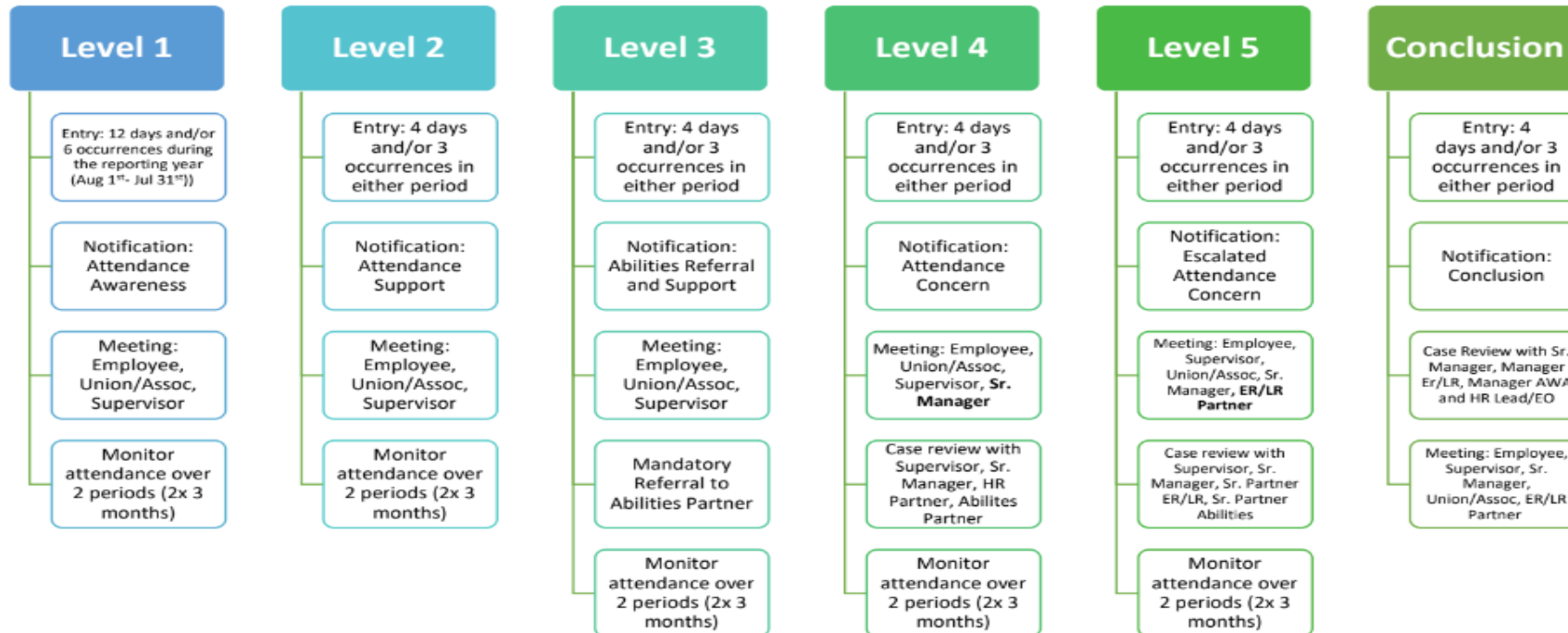
- Requesting medical accommodations or submitting a chronic condition form may be helpful after consulting with the Local

Absence Management: HPASP

- Members are placed in Level 1 of the HPASP after 11 full day absences and/or 5 occurrences (code 30/307/308) in a 12 month period
- Monitoring periods are 3 months each. The Board is reviewing absence data on August 1, November 1, February 1 and May 1.
- The Board has said that individuals with more than 5 occurrences but less than 12 days, will be reviewed to determine enrollment in the Board's HPASP
- Absences greater than 5 days will be counted as one occurrence of 5 days
- The eNews that went out has an HPASP FAQ for reference.

Absence Management: HPASP

Health Promotion and Attendance Support Progression Levels



Paid Leaves of Absence

- Family Responsibility – 5 per year
- Serious Illness of a Family Member – once per incident (SERIOUS)
- Bereavement Leaves
- Compassionate Leave – travel and business arising from a death for a close family member
- Creed Days – up to 3 paid
- Jury Duty – receive full salary from the Board

See the Collective Agreement for a full list of paid leaves

Unpaid Leaves of Absence

- Personal Unpaid Days – 2 per year, cannot extend a holiday
- Creed Days – up to 6 unpaid

Statutory Leaves

- Pregnancy/Parental/Adoption Leave
- Family Caregiver Leave
- Family Medical Leave
- Critically Ill Child Leave
- Infectious Disease Leave
- See Board policy HRS 42

Statutory leaves are unpaid by the Board. However, members may be eligible to receive Employment Insurance benefits. In some instances, members may also be eligible for supplementary benefits (top-up) from the Board.

Teacher Pay Schedule

- Teachers are paid for 194 teaching days evenly spread out on the pay deposits from September through August.
- Teachers do not earn money on holidays or school breaks. The break periods are paid by banking salary from the 194 teaching days.

PEEL DISTRICT SCHOOL BOARD
2023/2024 SCHOOL YEAR
TEACHERS/PSSP PAY SCHEDULE
12 MONTH PAY

(FIRST PAY OF 2023/2024)

1. September 08, 2023	14. March 08, 2024
2. September 22, 2023	15. March 22, 2024
3. October 6, 2023	16. April 05, 2024
4. October 20, 2023	17. April 19, 2024
5. November 3, 2023	18. May 03, 2024
6. November 17, 2023	19. May 17, 2024
7. December 01, 2023	20. May 31, 2024
8. December 15, 2023	21. June 14, 2024
9. December 29, 2023	22. June 28, 2024
10. January 12, 2024	23. July 12, 2024
11. January 26, 2024	24. July 26, 2024
12. February 09, 2024	25. August 09, 2024
13. February 23, 2024	26. August 23, 2024

(LAST PAY OF 2023/24)

For Semester 2 teachers, the first pay will start on the 14th pay – March 08, 2024.

2023/24 SCHOOL DAYS

September 2023	19 days	January 2024	18 days
October 2023	21 days	February 2024	20 days
November 2023	22 days	March 2024	15 days
December 2023	16 days	April 2024	21 days
		May 2024	22 days
		June 2024	20 days
	78 days		116 days
			<u>194 days</u>

Leaves that do NOT exist

weddings

vacation

moving day

Supporting Your Colleagues

Members who are navigating leaves, accommodations and transitioning back to work **need to reach out directly to the Local** for support.

TIPS:

- A member's reasons for being absent, medical or otherwise, should not be discussed by colleagues
- Social Media – Is not your friend
- Information for EAFP can be found by **Calling 1-855-212-1543 or visit ComPsych - GuidanceResources** to learn more about how you can take advantage of all the available services.

More questions? Any question?

- www.etfopeel.com – public pages under Member Services
- Pregnancy/Parental/Adoption Leave workshops
- Retirement workshops
- Contact the Local