

GUIDELINES FOR UNPAID LEAVES OF ABSENCE AND REDUCTION IN TEACHING TIME REQUESTS FOR THE 2019/2020 SCHOOL YEAR

SECONDARY TEACHERS

Deadline for request is April 1, 2019

Completed forms are to be returned for review to askUCHR@ucdsb.on.ca copied to Human Resources Officer, Brandi Charman, at brandi.charman@ucdsb.on.ca not later than April 1, 2019.

In accordance with Article 17.07 and Article 17.09, the Upper Canada District School Board shall review and grant requests for reduction in teaching times or unpaid leaves of absence for the 2019/2020 school year subject to provisions as outlined in the respective Articles.

A REQUEST FOR A REDUCTION IN TEACHING TIME

- Reductions will only be approved for 0.17, 0.33, 0.67 or 0.83 of the employee's yearly FTE.
- The period of unpaid leave will not exceed one (1) school year with a possible renewal application for a maximum of four (4) consecutive school years.
- Notwithstanding the above criteria, each request for a reduction in teaching time will be examined based on its own merits.
- For further information, refer to Article 17.07.

A REQUEST FOR AN UNPAID LEAVE

- Unpaid leaves can only be approved in units of 0.5 and 1.0 of the employee's yearly FTE.
- The period of unpaid leave shall not exceed one (1) school year with a possible renewal application for up to a maximum of three (3) consecutive school years.
- The unpaid leave shall coincide with the entire school year or one (1) full semester.
- Notwithstanding the above criteria, each request for an unpaid leave will be assessed based on its own merits.
- For further information, refer to Article 17.09.

EXAMPLES:

Category	Criteria	Limiting Factor
Educational Unpaid Leave	Considered if the program is related to the employee's current or reasonably anticipated Board position.	Proof of acceptance into program and successful completion of same.
Extended Unpaid Leave tied to a Pregnancy/Parental Leave	Considered if the return time is appropriate (i.e. to the end of the semester or to the end of school year)	The length of the unpaid leave shall not exceed one (1) school year.
Bridge to Retirement	May be considered subject to operational and staffing requirements.	The length of the unpaid leave shall not exceed one (1) school year.

PROCESS:

1. Employees requesting a reduction in teaching time or an unpaid leave request is required to complete the “***Unpaid Leave Request***” form which can be found on AskUCHR. A copy has been attached for your convenience.
2. Once the form is completed and signed, present the form to your Principal who will have the opportunity to either support or not support the request.
3. Completed forms are to be returned for review to askUCHR@ucdsb.on.ca copied to Human Resources Officer, Brandi Charman at brandil.charman@ucdsb.on.ca not later than April 1, 2019.
4. Human Resources will advise the teacher and Principal within seven (7) working days of approval or denial of the request via their Board email.