

INPUT CODE	ARTICLE	REASON	ELEMENTARY OCCASIONAL COLLECTIVE AGREEMENT (2008-2012)	ADDITIONAL INFO. 138-B-ELEM LTO
SL	Reg. 1/13 16.03	Sick Leave/Medical Appts.	Unable to perform duties due to illness OR attending a medical appointment	Standard medical certificate required on 6 th consecutive day of absence as per OCDSB sick leave program. Employer has right to require a medical certificate.
C	16.01 (b)	Death – Immediate Family	Up to 5 days in the event of the death of a spouse, parent, child.	In extenuating circumstances, additional lwop may be granted by Principal (following consultation with Supt.).
D	16.01 (a)	Death in Family, Serious Illness in Family, Personal Reasons	Up to three (3) days leave with pay and benefits allowance in each school year in the event of serious illness or death in the family, or other personal reasons	In extenuating circumstances, additional lwop may be granted by Principal (following consultation with Supt.).
F	16.02	Jury Duty (Court Leave)	For summons to duty as a juror or witness, if employee is not a party or one of the persons charged	Attach summons as juror or witness. Employee remits any fees (excl. of traveling allowance or living expenses) to Employer
G	16.06	Religious Holy Days	Up to 3 days in any 1 school year for the observance of recognized religious holy days	Paid days not granted if day not observed on the Holy day or if observed on a weekend
IR or INR	16.01	Leave without Pay	In extenuating circumstances, additional leave w/o pay may be granted by the S.O.I. when compassionate leave is exhausted	Leaves of 10+ days not entered on Form 138, Contact HR Officer; with Replacement (IR) or without Replacement (INR).
RM / RN	--	District Based Prof. Activity	District Based Activities may be granted at the Principal's discretion. Principal determines if activity is essential to LTO assignment.	Prior approval is required. For DBPA use – with/without Replacement (RM/RN)
S or T	16.04	Negotiations / PDC / Federation Leave	Written request is made by Union to Supt of HR (or Designate); Once approved, school may enter leave/replacement.	Federation Leave - S (Local) or T (Provincial)