

| ABSENCE CODE | TYPE OF LEAVE | WITH OR WITHOUT PAY | LEAVE FORM REQUIRED | ENTITLEMENT | AUTHORIZED BY | FUNDING | NBTA / NBTF COLLECTIVE AGREEMENT | CUPE 2745 CLERICAL COLLECTIVE AGREEMENT | CUPE 1253 GLT COLLECTIVE AGREEMENT |
|--------------|--|---------------------|----------------------------|------------------------------|-------------------------------|---------------------|--|--|---|
| 01 | Sick | With Pay | No | as required | Principal | Regular | Article 31 -as required according to accumulation available Article 31.04 - up to 15 days may be advanced if request. Article 31.08- a medical certificate may be required by the employer | Article 19 - as required according to accumulation available Article 19.07 -up to 15 days may be advanced if required Article 19.05 - a medical certificate may be required if over 2 consecutive days . | Article 19 - as required according to accumulation available Article 19.07 -up to 15 days may be advanced if required Article 19.05 - a medical certificate may be requested Article 20.07 (b)(iv) Adoption leave |
| 02 | Sick | Without pay | Yes | as required | Principal / Supervisor | N/A | Article 35.01 -as required | Article 20.12 - as required | Article 20.12 - as required |
| 05 | Emergency Leave | With Pay | No | as required | Principal | Regular | N/A | Article 20.13 up to 5 working days | Article 20.13 up to 5 working days |
| 06 | Medical Care Leave for the employee | With Pay | No | as required | Principal | Regular | N/A | Article 20.11 - may be granted for medical or dental appt which cannot be arranged outside normal working hours/Certificate may be required | Article 20.11 - may be granted for medical or dental appt which cannot be arranged outside normal working hours/Certificate may be required |
| 08 | Bereavement | With Pay | No | As required | Principal | Regular | Article 32.01 - up to 5 teaching days - death of teacher's mother, father, spouse, child, brother, sister, parent-in-law. Note: "child" may be child of spouse. Article 32.02 -up to 3 teaching days for death of grandparent, sister-in-law, brother-in-law, daughter-in-law, son-in-law, grandchild, aunt, uncle, niece, nephew Article 32.02 - 1 teaching day for death of grandparents or aunt or uncle, of spouse | Article 20.01 (a) - up to 7 consecutive calendar days for death of parent, spouse, person in loco parentis, child, brother, sister, grandchild Article 20.01 (b) - up to 5 consecutive calendar days for death common law child, step-child, grandparents, parent-in-law, sister/brother-in-law, son/daughter-in-law, step-parent Article 20.01(c) up to 2 days for death of aunt, uncle, niece or nephew. (d) 1 day for relative living in employees household. | Article 20.01(a)-up to 5 consecutive calendar days- death of parent, spouse, common-law-spouse, child, brother, sister, parent-in-law, sister-in-law, brother-in-law, grandparent, grandchild, son / daughter-in-law. Terminates two days following funeral. Article 20.01 (b) up to 4 calendar days in the event of death of employee's aunt or uncle Article 20.01 (c)- up to one working day for death of niece, nephew or relative residing in same household. Includes related by marriage, adopting or common-law |
| 09 | Occupational Accident Work Safe NB | With Pay | (WorkSafe NB Form 67) | As required | Work Safe NB | | an absence from work due to an occupational accident and compensated by WorkSafeNB | | |
| 10 | Occupational Accident ~ Gradual Return to work ~ | With Pay | (WorkSafe NB Form 67) | As required | Work Safe NB | | employer will advise use of this code | employer will advise use of this code | employer will advise use of this code |
| 11 | Vacation | With Pay | Yes / provided by employer | Entitlement | Principal / Supervisor | Regular | N/A | Article 18 - per entitlement | Article 18 - per entitlement |
| 12 | Personal/General | Without pay | Yes | Discretionary | Principal / Supervisor | N/A | Article 35 | Article 20.12 | Article 20.12 |
| 13 | Educational Leave NBTF | With Pay | No | As approved | NBTA | Site allocation | Article 37 | N/A | N/A |
| 14 | Educational | Without pay | Yes | Discretionary | | N/A | Article 35.02 | Article 20.06 | Article 20.06 |
| 15 | Deferred Salary | N/A | No | Entitlement | Superintendent | N/A | Applications made once annually | N/A | N/A |
| 16 | Overtime Leave | With Pay | yes/time sheet | As approved | Principal / Supervisor | Regular | N/A | Article 15.01 | Article 15.10 |
| 17 | Pre-Retirement Vacation | With Pay | Yes | As approved | Director of Ed Superintendent | Regular | Article 40.07 - up to 3 leaves, 1 per school year, may be taken within 5 years of retirement, subject to approval. | Article 21.06- up to 3 leaves, 1 per school year, maybe taken within 5 years of retirement | Article 21.09(f)- up to 3 leaves, 1 per school year, maybe taken within 5 years of retirement |
| 18 | Work Time Flex | as requested | Letter of request | Guidelines of Revenue Canada | Superintendent | Specific to Request | Article 3.01 (3) of the Public Service Superannuation Act . . | Article 3.01 (3) of the Public Service Superannuation Act . . | Article 3.01 (3) of the Public Service Superannuation Act . . |
| 19 | Family Responsibility Leave | Without pay | Yes | As requested | Supervisor | | Upon request, up to three days per year to deal with health, care or education needs of person of close family relationship (Employment Standards Act) | | |

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| 20 | Family Responsibility Leave | With Pay | Yes | Non-Bargaining & NBUPPE Only | | | N/A | N/A | N/A |
| 21 | Maternity | With Pay | Yes | As requested | Principal / Director / or Superintendent | Regular | Article 33 (A) - 30 paid teaching days | Article 20.07 -75% Maternity Allowance during waiting period | Article 20.07 -75% Maternity Allowance during waiting period |
| 22 | Maternity | Without pay | Yes | As requested | Principal / Director / or Superintendent | Regular | Article 33(A) | Article 20.07 | Article 20.07 |
| 23 | Paternity | With Pay | Yes | As requested | Principal / Director / or Superintendent | Regular | Article 33 (A).04 Five days to father at birth of child | Article 20.07 (b) (iv) -1 day to father at birth of child | Article 20.07 (b) (iv) -2 day to father at birth of child |
| 24 | Adoption | With Pay | Yes | As requested | Principal / Supervisor | Regular | Article 33 (B)- up to 10 teaching days. Note: may be shared between parents | N/A | N/A |
| 25 | Adoption | Without pay | Yes | As requested | Principal / Director / or Superintendent | Regular | Article 33 (B) - up to a total of 37 weeks. Note: may be shared between parents, additional leave may be granted, as approved by the employer. | Article 20.07 -b- up to a total of 52 weeks | Article 20.07 -b-4(This leave shall be deducted from sick leave.) |
| 26 | Child Care Leave | Without pay | Yes | As requested | Principal / Supervisor | Regular | Article 33(A) for child care according to agreement | Article 20.07 for child care leave according to agreement | Article 20.07 for child care leave according to agreement |
| 27 | Compassionate Leave | With Pay | No | As requested | Principal / Supervisor | Regular | Article 32.03 - 3 teaching days, on request & subject to medical evidence of a serious illness of immediate family | N/A | N/A |
| 28 | Examination Leave | With Pay | No | | Principal / Supervisor | Regular | N/A | Article 20.05 - when distinct requires an employee to write exam to assess . | Article 20.05 - when distinct requires and employee to write exam to assess . |
| 29 | Pro-Rated Leave | Without pay | | Non-Bargaining only | | | N/A | N/A | N/A |
| 30 | Volunteer Leave | With Pay | | 1-day NonBargaining | | | N/A | N/A | N/A |
| 31 | Pallbearer | With Pay | Yes | As requested | Principal / Supervisor | Regular | N/A | Article 20.02 one day | Article 20.02 one day |
| 35 | NBTF - 36.05 | With Pay | No | as required | Principal | Regular | Article 36.05 - up to 1 day per year to receive degree/diploma | N/A | N/A |
| 36 | NBTF - 36.06 | With Pay | No | as required | Principal | Regular | Article 36.06-up to 3 days per year for NBTF or NBTA committees | N/A | N/A |
| 37 | NBTF - 36.07 | With Pay | No | as required | Principal | Regular | Article 36.07 - up to 5 days per year for NBTF Board of Directors meeting | N/A | N/A |
| 38 | NBTF - 36.08 | With Pay | No | as required | Principal | Regular | Article 36.08 - up to 10 days per year for NBTF Executive Committee | N/A | N/A |
| 39 | NBTF Working Conditions Fund | With Pay | No | Discretionary (site committee) | Principal / School Committee | TWCF | Schedule K - as agreed and allocated | N/A | N/A |
| 40 | Leave Without Pay - with seniority | Without pay | Yes | as required | Principal / Supervisor | | N/A | Article 20.12 -Leave under two months, as approved | N/A |
| 41 | CUPE - 20.04 | With Pay | Yes | as required | | Regular | N/A | Article 20.04 - as required, when requested by the employer. Article 6.05 Time off to attend Meetings | Article 20.04 - as required, when requested by the employer. Article 6.05 Time off to attend Meetings |
| 42 | CUPE - 20.09 | With Pay | Yes | as required | Principal / Director / or Superintendent | Third Party (CUPE) | N/A | Article 20.09 (b) - for union business requested by the union secretary | Article 20.09 (b) - for union business requested by the union secretary |
| 43 | CUPE - 20.10 | With Pay | No | as required | Principal CUPE Executive | Regular | N/A | Article 20.10-to grievor and one union rep for grievance & adjudication procedures | Article 20.10-to grievor and one union rep for grievance & adjudication procedures |
| 44 | Compassionate Care Leave | Without pay | Yes | as required | Principal / Supervisor | Regular | As per the provisions of the Employment Standards Act, an employee shall be granted | an unpaid leave of absence up to 8 weeks to care for a person in a close family relationship who is critically ill and has significant risk of dying | |
| 45 | Compassionate Care Leave | With Pay | | Non-Bargaining only | | | N/A | N/A | N/A |

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| 46 | Leave for Union Functions | Without pay | Letter of request | as required | Principal Supervisor | Regular | N/A | Article 20.09 (a) | Article 20.09 (a) |
| 47 | Foster Care Leave | With Pay | Letter of request | as required | Principal / Supervisor | Regular | N/A | Article 20.18 - 7 calendar days | N/A |
| 48 | Sick Leave without pay - with Seniority | Without pay | Yes | as required | Principal / Supervisor | | N/A | Article 19 - as approved | N/A |
| 51 | Meetings Depart of Ed | With Pay | Yes | Discretionary | Principal / Supervisor | Dept. of Ed | -to participate in a Departmental Committee meeting for curricula, evaluation & student services. Doesn't include Professional Development days. Department sponsored. | | |
| 52 | Meetings - District | With Pay | Group Leave Form submitted by Supervisor at time of meeting | Discretionary | Principal | Regular | Principal or Vice Principal meetings or at discretion of Director. Note: does not include professional development days. | | |
| 53 | Conventions / Seminars (union sponsored) | With Pay | Yes | as requested (subject to | Principal | Group sponsored | N/A | Article 20.08 - as requested by the union to attend labour conventions and seminars. Note: must be requested 2 weeks in advance. | Article 20.08 - as requested by the union to attend labour conventions and seminars. Note: must be requested 2 weeks in advance. |
| 54 | Departmental Development | With Pay | Yes | Discretionary | Principal | Dept. of Ed | -to participate in professional development sessions sponsored and/or organized by the Department of Education | | |
| 55 | District Professional Development | With Pay | Group Leave Form submitted by Supervisor at time of meeting | With Pay | Principal / Supervisor | Regular | to participate in professional development sessions sponsored and/or organized by the District | | |
| 60 | Jury/ Witness with reduction | Paid difference between witness fee and regular day's pay | No | | Principal / Supervisor | Regular | N/A | Article 20-03 - to serve on jury duty - to appear as a witness at a trial or hearing. Note: when not the initiating party. Note: certificate of attendance required | Article 20-03 - to serve on jury duty - to appear as a witness at a trial or hearing. Note: when not the initiating party. Note: certificate of attendance required |
| 61 | Jury / Witness without reduction | With Pay | No | as required | Principal | Regular | Article 34.02 - to serve on jury duty - to appear as a witness at a trial or hearing. Note: when not the initiating party | N/A | N/A |
| 62 | Storm | With Pay | No | as required | | Regular | N/A (school closure due to inclement weather are not reported as an absence) | Article 20.14 (a) - when prevented due to hazardous road conditions caused by weather conditions. Article 20.14 (b)- closure due to weather conditions, after consultation with immediate supervisor | Article 20.15-when prevented due to hazardous road conditions caused by weather conditions |
| 63 | School Closure | With Pay | No | as required | Superintendent | Regular | - due to school closure resulting from mechanical/ electrical defect, heating system, repairs, etc | | |
| 64 | School & Extra/Co-curricular Activities | With Pay | No | Discretionary | Principal | Site allocation | as approved, for participation in extra-curricular, co-curricular or school activities | | |
| 65 | Leave with pay for Non-Educational Activities (Third Party Billing) | With Pay | Yes | Discretionary | Principal | Third Party | -as approved, to attend activities which are to be reimbursed by a third party. | | |
| 66 | Strike | without pay | No | N/A | | N/A | -as applicable, resulting from a strike | | |
| 71 | Leave with pay Personal | With Pay | No | Discretionary | Principal or Supervisor | Regular | Article 35 - as applicable/as approved | Article 20.12 - as approved/applicable | Article 20.12 - as approved/applicable |