



Section: **School Personnel**
Policy #: **2500**
Policy: **Occupational Benefits for Staff**

Date Approved: November 20 2004
Revision Dates: June 2 2007
November 30, 2017

Occupational Benefits for Qualifying Teachers

a) **Participation in Government Benefit Program.**

CISND adheres to government requirements for payroll deductions (e.g. Canada Pension Plan, Employment Insurance) and other programs (e.g. Workers Compensation).

b) **CISND Registered Pension Plan**

Each school matches the premium payments made by qualifying Teachers into the CISND Registered Pension Plan according to the individual requirements for each school. (Details of the plan are available from the plan administrator.)

c) **Health Benefits and Insurance Plans**

Details of health benefits and insurance plans in which the CISND participates, such as disability insurance, are available from the plan administrator.

d) **Sick Leave with Pay**

Teachers who are unable to attend to their duties due to personal or immediate family illness are allowed fifteen (15) paid days during the school year, pro-rated to full time equivalent and start date, for personal or immediate family sick leave. The unused portion of yearly sick leave during consecutive years of employment is accumulated to a total not exceeding forty-five (45) days. These accumulated sick days must be used for personal illness and must not be used for any family illness. The Teacher will not be reimbursed for any portion of unused sick leave time on termination of employment.

Teachers will supply to the Principal, if requested, a medical certificate for any sick-leave absence exceeding three (3) consecutive working days.

If eligible, Teachers will apply for short-term disability if away for more than five (5) consecutive working days.

"Immediate family" means

(a) the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee, and

(b) any person who lives with an employee as a member of the employee's family.

e) **Critical Illness Leave with Pay**

Critical illness is defined as a disease or state in which death is possible or imminent.

The Principal may approve paid leave of up to five (5) days in the event of the imminent death of an employee's father, mother, husband, wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

A medical certificate certifying critical nature of illness may be required if death does not occur.

Critical illness reduces the number of available sick days. Banked sick time cannot be used for Critical Illness leave.

f) **Bereavement Leave with Pay**

The Principal may approve paid leave of up to five (5) days in the event of the death of an employee's father, mother, husband, wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

An additional two (2) days of paid leave may be granted at the discretion of the Principal for distances of more than 2,000 kilometers travelled, one way.

Unpaid bereavement leave beyond the time specified may be granted at the discretion of the Principal in the case of a death in the immediate family.

Bereavement leave does not reduce the number of available sick days.

g) **Pregnancy Leave**

Pregnancy leave will be granted without pay. It is recommended that the return of duty coincides with the commencement of the following term or semester, or end of a school break. Benefits will continue for a maximum period of one year, whether or not Pregnancy Leave is combined with Parental Leave, if the employee is willing to pay her portion of premiums.

h) **Parental Leave**

Parental leave will be granted without pay. It is recommended that the return of duty coincide with the commencement of the following term or semester, or end of a school break. Benefits will continue for a maximum period of one year, if the employee is willing to pay his/her portion of premiums. If Parental Leave is combined with Pregnancy Leave a maximum of one year leave is granted.

i) **Paid Paternity Leave**

The Teacher will be granted paid paternity leave of three (3) days upon the birth of his child.

j) **Discretionary Day**

One paid discretionary day per year will be granted to all Teachers provided an appropriate Teacher-On-Call (TOC) is available. Teachers must obtain approval from the Principal at least two weeks prior to taking the discretionary day. Discretionary days cannot be carried forward to the following school year.

k) **Jury Duty/Court Appearances**

In the event of Jury Duty, full pay is reduced by the amount of the allowance received from the court, excluding travel fees. If a Teacher is summoned or serving as a witness in a personal matter, it is at the discretion of the Principal, in consultation with the Superintendent, whether or not the leave is taken with pay.

l) **Other Leaves of Absence from Duties**

A request for leave for purposes not covered previously will be considered by the Principal on an individual basis. Leaves will be considered in view of reasons, period of time requested, and whether a suitable TOC is available.

Any leave request of more than 5 consecutive days must be approved by the Superintendent, with the recommendation of the Principal.

All leave requests are to be submitted in writing.

Full-time Teachers

Leave to a maximum of 5 days per year may be granted with pay less the cost of the TOC. If a TOC is utilized, the Teacher will be deducted the full TOC Substitute Rate or full Substitute Grid Rate (after 3 days) for every day of absence. If a TOC is not required, the Teacher will be deducted the full daily TOC Substitute Rate for every day of the teacher's absence. If granted, additional leave after 5 days per year is without pay.

Part-time Teachers

Leave to a maximum of 5 days per year may be granted with pay less the cost of the TOC. If a TOC is utilized, the Teacher will be deducted the prorated TOC Substitute Rate or prorated Substitute Grid Rate (after 3 days) for every day of absence. If a TOC is not required, the Teacher will be deducted the prorated daily TOC Substitute Rate for every day of the teacher's absence. If granted, additional leave after 5 days per year is without pay.

Occupational Benefits for Qualifying Support Staff

a) **Participation in Government Benefit Program.**

CISND adheres to government requirements for payroll deductions (e.g. Canada Pension Plan, Employment Insurance) and other programs (e.g. Workers Compensation).

b) **CISND Registered Pension Plan**

Each school matches the premium payments made by qualifying support staff into the CISND Registered Pension Plan according to the individual requirements for each school. (Details of the plan are available from the plan administrator.)

c) **Health Benefits and Insurance Plans**

Details of health benefits and insurance plans in which the CISND participates, such as disability insurance, are available from the plan administrator.

d) **Sick Leave with Pay**

Support staff who are unable to attend to their duties due to personal or immediate family illness will 1.5 days per month worked based on average hours per day, to a maximum of fifteen (15) days during the school year for personal or immediate family sick leave. The unused portion of yearly sick leave during consecutive years of employment is accumulated to a total not exceeding forty-five (45) days. These accumulated sick days must be used for personal illness and must not be used for any family illness. The Employee will not be reimbursed for any portion of unused sick leave time on termination of employment. Employees will supply to the Principal, if requested, a medical certificate for any sick leave absence exceeding three (3) consecutive working days.

If eligible, employees will apply for short-term disability if away for more than five (5) consecutive working days.

"Immediate family" means

(a) the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee, and

(b) any person who lives with an employee as a member of the employee's family.

e) **Critical Illness Leave with Pay**

Critical illness is defined as a disease or state in which death is possible or imminent.

The Principal may approve paid leave of up to five (5) days in the event of the imminent death of an employee's father, mother, husband, wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

A medical certificate certifying critical nature of illness may be required if death does not occur.

Critical illness reduces the number of available sick days. Banked sick time cannot be used for Critical Illness leave.

f) **Bereavement Leave with Pay**

The Principal may approve paid leave of up to five (5) days in the event of the death of an employee's father, mother, husband, wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

An additional two (2) days of paid leave may be granted at the discretion of the Principal for distances of more than 2,000 kilometers travelled, one way.

Unpaid bereavement leave beyond the time specified may be granted at the discretion of the Principal in the case of a death in the immediate family.

Bereavement leave does not reduce the number of available sick days.

g) **Pregnancy Leave**

Pregnancy leave will be granted without pay. It is recommended that the return of duty coincides with the commencement of the following term or semester, or end of a school break. Benefits will continue for a maximum period of one year, whether or not Pregnancy Leave is combined with Parental Leave, if the employee is willing to pay her portion of premiums)

(h) **Parental Leave**

Parental leave will be granted without pay. It is recommended that the return of duty coincide with the commencement of the following term or semester, or end of a school break. Benefits will continue for a maximum period of one year, if the employee is willing to pay his/her portion of premiums. If Parental Leave is combined with Pregnancy Leave a maximum of one year leave is granted.

i) **Paid Paternity Leave**

The Employee will be granted paid paternity leave of three (3) days upon the birth of his child.

j) **Discretionary Day**

One paid discretionary day per year will granted to all Support Staff provided an appropriate substitute is available. Employees must obtain approval from the Principal at least two weeks prior to taking the

discretionary day. Discretionary days cannot be carried forward to the following school year.

k) **Jury Duty/Court Appearances**

In the event of Jury Duty, full pay is reduced by the amount of the allowance received from the court, excluding travel fees. If an Employee is summoned or serving as a witness in a personal matter, it is at the discretion of the Principal, in consultation with the Superintendent, whether or not the leave is taken with pay.

l) **Other Leaves of Absence from Duties**

A request for leave for purposes not covered previously will be considered by the Principal on an individual basis.

Leaves will be considered in view of reasons, period of time requested, and provided a suitable substitute is available.

The Principal may approve leave without pay for a maximum of 5 days per year. Any leave request of more than 5 consecutive days must be approved by the Superintendent, with the recommendation of the Principal.

All leave requests are to be submitted in writing.

Occupational Benefits for Administrators

a) **Participation in Government Benefit Program.**

CISND adheres to government requirements for payroll deductions (e.g. Canada Pension Plan, Employment Insurance) and other programs (e.g. Workers Compensation).

b) **CISND Registered Pension Plan**

Each school matches the premium payments made by qualifying Administrators into the CISND Registered Pension Plan according to the individual requirements for each school. (Details of the plan are available from the plan administrator.)

c) **Health Benefits and Insurance Plans**

Details of health benefits and insurance plans in which the CISND participates, such as disability insurance, are available from the plan administrator.

d) **Sick Leave with Pay**

Administrators who are unable to attend to their duties due to personal or immediate family illness will be allowed fifteen (15) paid days during the school year, pro-rated to full time equivalent and start date, for personal or immediate family sick leave. The unused portion of yearly sick leave during consecutive years of employment is accumulated to a total not exceeding forty-five (45) days. These accumulated sick days must be used for personal illness and must not be used for any family illness. The Administrator will not be reimbursed for any portion of unused sick leave time on termination of employment.

Administrators will supply to the Employer, if requested, a medical certificate for any sick-leave absence exceeding three (3) consecutive working days.

If eligible, Administrators will apply for short-term disability if away for more than five (5) consecutive working days.

"Immediate family" means

(a) the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee, and

(b) any person who lives with an employee as a member of the employee's family.

e) **Critical Illness Leave with Pay**

Critical illness is defined as a disease or state in which death is possible or imminent.

The Superintendent may approve paid leave of up to five (5) days in the event of the imminent death of an employee's father, mother, husband,

wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

A medical certificate certifying critical nature of illness may be required if death does not occur.

Critical illness reduces the number of available sick days. Banked sick time cannot be used for Critical Illness leave.

f) **Bereavement Leave with Pay**

The Superintendent may approve paid leave of up to five (5) days in the event of the death of an employee's father, mother, husband, wife, son, daughter, brother, sister, step-child, grandchild, son-in-law, daughter-in-law, grandparent, or parent of the spouse of the employee.

An additional two (2) paid days may be granted at the discretion of the Superintendent for distances of more than 2,000 kilometers travelled, one way.

Unpaid bereavement leave beyond the time specified may be granted at the discretion of the Superintendent in the case of a death in the immediate family.

Bereavement leave does not reduce the number of available sick days.

g) **Pregnancy Leave**

Pregnancy leave will be granted without pay. It is recommended that the return of duty coincides with the commencement of the following term or semester, or end of a school break. Benefits will continue for a maximum period of one year, whether or not Pregnancy Leave is combined with Parental Leave, if the employee is willing to pay her portion of premiums.

h) **Parental Leave**

Parental leave will be granted without pay. It is recommended that the return of duty coincide with the commencement of the following term or semester, or end of a school break. Benefits will continue for a maximum period of one year, if the employee is willing to pay his/her portion of premiums. If Parental Leave is combined with Pregnancy Leave a maximum of one year leave is granted.

i) **Paid Paternity Leave**

The Administrator will be granted paid paternity leave of three (3) days upon the birth of his child.

j) **Discretionary Day**

Two paid discretionary days per year will be granted to all Administrators contingent on appropriate administrative coverage. Administrators must obtain approval from the Superintendent at least two weeks prior to taking the discretionary day. Discretionary days cannot be carried forward to the following school year.

k) **Jury Duty/Court Appearances**

In the event of Jury Duty, full pay is reduced by the amount of the allowance received from the court, excluding travel fees. If an Administrator is summoned or serving as a witness in a personal matter, it is at the discretion of the Superintendent, whether or not the leave is taken with pay.

l) **Other Leaves of Absence from Duties**

A request for leave for purposes not covered previously will be considered by the Superintendent on an individual basis. Leaves will be considered in view of reasons, period of time requested, and whether suitable coverage is available.

Leave to a maximum of 5 days per year may be granted with pay less the cost of the TOC. If a TOC is utilized, the Administrator will be deducted the full TOC Substitute Rate or full Substitute Grid Rate (after 3 days) and the Teacher-In-Charge rate for every day of absence. If a TOC is not required, the Administrator will be deducted the full daily TOC Substitute Rate and the Teacher-In-Charge rate for every day of the administrator's absence.

Once the maximum number of leave days has been reached in a year, any additional approved leave days will be without pay.

All leave requests are to be submitted in writing.