

1. What is the difference between Personal Days, Family Days and Discretionary Days?

Many associations have bargained Personal Days in the collective agreement. Brandon teachers **do not** have any Personal Days in the current Collective Agreement.

Family Days are under section 13.03 of the Collective Agreement. These days are to be used **only** in the event of illness or injury.

Article 13.03 A teacher shall be entitled to use up to four (4) days of accumulated sick leave per school year to attend to the illness or injury or medical appointment of his or her spouse or common law partner, child, parent, sibling, step-parent or grandparent. In the case of a child, if both parents are teachers in the Division, both parents cannot access the provisions of this article concurrently.

Division Policy 5012 deals with Professional Staff Leaves and Absences. There is a Brandon School Division Policy binder in every school.

Special Discretionary Personal Leave shall mean leave of absence to professional staff of up to two (2) days during each school year for such reasons as personal business, religious holidays, court appearances, paternity leave, compassionate reasons not otherwise provided for, and medical appointments other than illness. The administration of this policy shall involve the following conditions:

- a. The necessary information concerning each leave shall be conveyed to the Principal, the Superintendent, and the Brandon Division Association of The Manitoba Teachers' Society on the specific form and in the manner provided.
- b. Teaching personnel using this personal leave shall be deducted the actual cost of substitute, or if no substitute is required, the minimum substitute rate for a substitute in the same salary class as the teacher. If substitutes are required they shall be obtained in the usual way.
- c. Ten (10) days written notice of leave requested is required except in an emergency.
- d. The smallest unit of leave available under this policy shall be one-half (1/2) day.
- e. Regular part-time teachers shall be entitled to a pro-rata share of two (2) days, rounded to the nearest half-day.
- f. Personal leave shall be allowed only when suitable substitutes are available and only when the number of staff on leave does not exceed 2% of the total teaching positions on any one teaching day.
- g. Such leave shall only be considered where arrangements for same cannot be made outside of regular school hours.

2. The weather and roads are bad, there's a storm, roads are closed, but schools are open. What are my choices?

We do not have a clause in our Collective Agreement concerning inclement weather. Brandon School Division **Policy 5022** states:

When an employee is absent as a result of inclement weather and the school has not been declared closed by the Superintendent, that absence may be regarded as Special

Discretionary Leave up to a maximum of two days in any one school year or to a maximum of the number of days remaining available to the employee under the Special Discretionary Leave (see Policy 5012 – Professional Staff Leaves and Absences), whichever is the lesser. Salary deduction shall be in accordance with the Special Discretionary Leave policy.

In the event that the employee has no Special Discretionary days remaining, the employee shall be deducted full salary equivalent to the number of days lost.

When Alexander, Spring Valley and/or O'Kelly schools are closed by the Superintendent because of inclement weather or road conditions, the employees assigned to these schools shall not be deducted salary for absence.