

EasyConnect Absence Reasons - **Non-Teaching**



Absence Title	Absence Description	Approval
SICK LEAVE		
Sick Leave is capped at <u>11 days</u> (prorated on FTE) and can consist of:		
Sick Employee	Sick Employee	Principal/Supervisor
Sick Medical Employee	Medical Appointments for Employee	Principal/Supervisor
Sick Medical Family	Medical Appointments for Family	Principal/Supervisor
Beyond the 11 days, employees are entitled to STLDP for PERSONAL illness and medical only		
Short Term Disability Leave	Personal Illness/Medical beyond 11 sick days	Principal/Supervisor
Sick Child	Illness of Child (capped as per Collective Agreement)	Principal/Supervisor
OTHER LEAVES		
Banked OT Taken	Banked Overtime Taken	Principal/Supervisor
Bereavement Leave	Bereavement Leave	Principal/Supervisor
Compassionate	Compassionate	HR
DPA	Daily Physical Activity Day	HR
EA-FASD Replacement	FASD EA Replacement	Principal/Supervisor
EA-PBS Replacement	PBS EA Replacement	Principal/Supervisor
Floater	Floater	Principal/Supervisor
HeadcustRLS	Head Custodian Replacement Release	Supervisor
Inclement Weather	Inclement Weather	HR
Jury-Witness Duty	Jury - Witness Duty	Principal/Supervisor
Leave With Pay	Leave with Pay	HR
Leave Without Pay	Leave without Pay	HR
Maternity	Maternity Leave	Principal/Supervisor
Quarantine - WP	Quarantine - With Pay	HR
SULP	Scheduled Unpaid Leave Plan (only on designated days)	HR
Vacation	Vacation	Principal/Supervisor
VLAP	Voluntary Unpaid Leave of Absence (EAs only)	HR
UNION LEAVES		
Union Board	Union Leave - Board	HR
Union CUPE Local	Union Leave - CUPE Local	Union
Union CUPE Prov	Union Leave - CUPE Prov	Union
Union ESP Local	Union Leave - ESP Local	Union
Union ESP Prov	Union Leave ESP Provincial	Union
Union OCL Local	Union Leave - OCL Local	Union
Union OCL Prov	Union Leave - OCL Provincial	Union

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Absence Title	Absence Description	Approval
Union Negotiations	Union Leave - Negotiations	HR
PD/MEETINGS		
CODE/NOEL Meeting	CODE/NOEL Meeting	DOE
Director Meetings	Director of Education invitation to attend	DOE
Efficacy	Efficacy Working Group	DOE
External Rec	External Recoverable	Principal/Supervisor
FSL	French as a Second Language	Principal/Supervisor
HR Training	Human Resources Training ie. First Aid, OHS	HR
ISST	In School Support Team Meetings	Principal/Supervisor
Kindergarten	Full Day Early Learning Kindergarten Program	FDELKP Admin
NTIP	New Teacher Induction Program	SO-HR
OPC Meeting	Ontario Principal Council Meeting	SOE
P/VP or PLT Meeting	P/VP or PLT Meeting	SOE
Safe & Accepting Schools	Behaviour Intervention	Safe Schools Admin
School Based Release	School Based Release	Principal/Supervisor
Schools Mental Hlth	Schools Mental Health	SO-HR
SEA Training	SEA Assistive Software Training	Principal/Supervisor
SEF PLC	School Effectiveness PLC	Principal/Supervisor
Special Ed Meeting	Special Education Meeting	Principal/Supervisor
Special Ed Training	Special Education Training	Principal/Supervisor
Sr Admin	Senior Admin Meeting	DOE
StudentActiv-Specify	Student Activity	Principal/Supervisor
Stud Success Central	Student Success Central	Principal/Supervisor
TLLP	Teacher Learning Leadership Program	Principal/Supervisor