

OSAP 300.07.1 ANNEX A – LOSA TEACHERS ABSENCE POLICY

TEACHER CONTRACT AND BENEFITS

**DEPARTMENT OF NATIONAL DEFENCE
DEPENDANTS SCHOOLS OVERSEAS**

LEAVE REPORT (to be completed by Teacher)

<i>NAME</i>		
<input type="checkbox"/> <i>AFNORTH</i>	<input type="checkbox"/> <i>SHAPE</i>	<i>SCHOOL YEAR:</i>

ABSENCE	DAYS	FROM			TO		
		TIME	DAY	MONTH	TIME	DAY	MONTH
ILLNESS (UNCERTIFIED) OR MEDICAL APPOINTMENT							
ILLNESS (CERTIFIED)							
MISCELLANEOUS LEAVE (3 PRIVATE/FAMILY BUSINESS DAYS) (WITH PAY)							
SPECIAL LEAVE (WITH PAY)							
ABSENCES FOR OTHER REASONS (WITHOUT PAY)							
ABSENCE FOR COMPASSIONATE REASONS (WITH PAY)							
MATERNITY LEAVE							
ABSENCES FOR NO VALID REASON (WITHOUT PAY)							
MEDICAL CERTIFICATE: <input type="checkbox"/> ATTACHED <input type="checkbox"/> TO FOLLOW/ <input type="checkbox"/> NOT REQUIRED							

OCCASIONAL TEACHER FORM – ANNEX E TO OSAP 200.10.1 ATTACHED	I CERTIFY THAT THE INFORMATION CONTAINED IN THIS FORM IS CORRECT
<input type="checkbox"/> Yes <input type="checkbox"/> No	<hr style="border: none; border-top: 1px solid black;"/> TEACHER'S SIGNATURE DATE

PRINCIPAL'S / DCBA 5/DEM (IF APPLICABLE) AUTHORIZATION:	
<hr style="border: none; border-top: 1px solid black;"/> SIGNATURE	<hr style="border: none; border-top: 1px solid black;"/> DATE

COPY 1 – DCBA 5/DEM	2 – SCHOOL FILE	3 – TEACHER
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MATRIX OF ABSENCES

Types of Leave	Illness	Illness	Miscellaneous	Special	Compassionate	Maternity	Other
Status	Paid	Paid	Paid	Paid	Paid	As per the teacher's collective agreement in Canada	Unpaid
Total # days allowed	3 consecutive days or less	In excess of 3 consecutive days	5 days <u>total</u> as authorized	As authorized	5 days excluding travel as authorized	Article 12 of LOSA	N/A
	No medical certificate required Medical-Dental appointment	Medical certificate required	Max of 3 personal days Family illness Teacher's wedding (1 day) Weather DCBA 5 Authorized	Quarantine Jury duty/ Witness / OTA Executive Meeting			Unauthorised leave Misc. Leave in excess of 5 days Leave credits exhausted Approved by DCBA 5