

The following is provided as a quick reference for Support Staff leave entry in Atrieve.		
ABSENCE REASON/EVENT	PURPOSE	Days
Annual Paid Vacation	not applicable to school support staff - ref. admin procedure 446	
Bereavement- A/U-N/N	death of aunt, uncle, niece or nephew ref. admin procedure 448 - 3.1	1 day less 1/2 pay
Bereavement- Extended	death of brother, sister, parents of spouse, brother/sister-in-law, son/daughter-in-law, grandparent, grandchild, grandparent of spouse, ref. admin procedure 448 - 2.5	up to 3 days
Bereavement-Immediate	death of spouse, child, parents ref. admin procedure 448 - clause 2.5	up to 5 days
Central Office Meetings	curriculum/instruction committee meetings and administrator meetings	
Critical Illness - Extended	palliative/intensive care of brother, sister, parents of spouse, brother or sister-in-law, son/daughter-in-law, grandparent, grandchild, grandparent of spouse, - medical certificate required ref. admin procedure 448 - 2.5	up to 3 days
Critical Illness - Immediate	palliative/intensive care of spouse, child, parents, - medical cert. required. ref. admin procedure 448 - 2.5	up to 5 days
Extra Coverage	school admin usage only - for a sub that is not replacing a designated support staff	
Family Medical/Illness	medical related appointments, Dental, Vision and Illness of child, spouse, parent or any dependent residing in the immediate household ref. admin procedure 448 - 2.1	3 days/year
Family Needs Leave	one paid day per school year for obligations/needs of child, spouse parent, any dependent residing in immediate household and self ref. admin procedure 448 - 5	1 day/year
Illness	personal illness - unable to work due to own illness ref. admin procedure 447 - 4	
Jury Duty with Pay	jury duty or jury selection ref. admin procedure 448 - 2.6	
Medical Leave	personal medical related appointments, dental, vision and longer term illness ref. admin procedure 447 - 5	
Paternity	one day paid for arrival of child ref. admin procedure 448 - 2.4	1 day
Personal Day Paid Support	no deduction personal absence, 1 day per school year (no accumulation) ref. admin procedure 448 - 4	1 day/year

ABSENCE REASON/EVENT	PURPOSE	Days
Personal Leave No Pay	used when out of paid leave entitlement & for vacation - subject to approval ref. admin procedure 448 - 6	subj to appr
Post Secondary Grad - Self or Child	To attend the post-secondary graduation of a son or daughter and one's own post secondary graduation - ref admin procedure 448 - 2.7	1 day/year 1 day/year
School Based Budget (SBB)	Professional Development paid by school	
Volunteer First Responder	For volunteer fire fighters and emergency responders	
Wedding of Child	attend the wedding of a son or daughter ref. admin procedure 448 - 2.2	1 day each
Wedding Self	For an employee's own wedding - 1 day with pay & 2 days at half pay ref. admin procedure 448 - 2.3	
	<i>this guide is provided for quick reference only - for all leave details please reference the Policies and Procedures - a copy is available on the SPERD website under "documents" tab Administrative Procedures - 400 Personnel & Employee Relations AP 440 - 448 if you are unsure about a leave please call Central Office at 780-645-3323</i>	