

The following is provided as a quick reference for Teacher leave entry in Atrieve.		
ABSENCE REASON/EVENT	PURPOSE	Days
Bereavement- A/U-N/N	death of aunt, uncle, niece or nephew ref. clause 14.2.3 - one day less sub pay	1 day less sub
Bereavement- Extended	death of brother, sister, parents of spouse, brother/sister-in-law, son/daughter-in-law, grandparent, grandchild, grandparent of spouse, ref. clause 14.2.2	up to 3 days
Bereavement-Immediate	death of spouse, child, parents, ref. clause 14.2.1	up to 5 days
Central Office Meetings		
Central Office Meetings	curriculum/instruction committee meetings and administrator meetings	
COSS	special education/learner supports/inclusive education	
FNMI Meetings	central office called First Nations committee meetings	
French Expansion	central office called French Meetings	
Leadership Development	administrators' leadership PD - CO called meetings	
Mentorship	new teacher mentorship	
PUF Home Visits	collaboration with parents of PUF students	
CEC Meetings	religion co-ordinator called meetings - paid by division religion budget	
Learning Disruption Grant	subs/absences related to the implementation of the Learning Disruption grant	
New Curriculum	professional development for new curriculum implementation	
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. see clause 14.1	up to 3 days
Critical Illness - Immediate	palliative/intensive care of spouse, child, parents, - medical cert. required. ref. see clause 14.1	up to 5 days
External Billing	<i>these are used when billing a third party for sub costs</i>	
Learning Network	if LN is paying sub - typically when a teacher is giving a PD session for LN	
Alberta Education	provincial diploma exam marking, etc.	
ATA Provincial	attending ATA Prov meetings when a sub is required	
ATA Local	ATA Local business when a sub is required - usually negotiations related	
Other	any other external third party for billing	
Extra Coverage	school admin usage only - for a sub that is not replacing a designated teacher	
Family Medical/Illness	medical related appointments, Dental, Vision and Illness of child, spouse, parent or any dependent residing in the immediate household clause 14.4.1	3 days/year
Family Needs Leave	one paid day per school year for obligations/needs of spouse, child, parent, someone the teacher has legal guardianship over or self ref. clause 14.5	1 day/year
Illness	personal illness - unable to work due to own illness, ref. clause 10	
Jury Duty with Pay	jury duty, subpoena or summons ref. clause 14.6	
Medical Leave	personal medical related appointments, dental, vision and longer term illness ref. clause 10	

ABSENCE REASON/EVENT	PURPOSE	Days
Paternity	one day paid for arrival of child ref. clause 14.3	1 day
Personal Day Paid Teachers	no deduction personal absence, 1 day per school year - (can accumulate up to 2) ref. clause 12.1	1 day/year
Personal Less Sub Cost	personal reasons less sub pay - 1 per school year - (can accumulate to 5 combined with above Personal Paid) ref. clause 12.1	1 day/year
Personal Leave No Pay	used when out of paid leave entitlement - subject to approval deducted at 1/200th annual salary for each day	subj to appr
Inclement Weather Less Sub Cost	teacher deems conditions unsafe, unless a general leave is declared by Superintendent	
School Based Budget (SBB)		
FNMI(SBB)	school initiated First Nation Metis Inuit events, PD or meetings	
French Expansion(SBB)	school initiated French events, PD or meetings	
SBB	school discretion PD activities	
Sports/Field Trips	school initiated sporting events or field trips	
Volunteer First Responder	Volunteer fire fighter and emergency responder	
	<i>this guide is provided for quick reference only - for all leave details please reference the ATA Collective Agreement - a copy is available on the SPERD website under the "staff info" tab</i>	