

Title: Paid Leaves of Absence for Permanent Teaching Staff

Adopted: September 3, 1991

Effective: February 25, 2026

Amended/Reviewed: January 27, 2026

This procedure must be interpreted, applied, and implemented in ways that uphold Indigenous and human rights and responsibilities, promote accessibility, and prevent and address (and do not reinforce) discrimination/discriminatory barriers.

1.0 RATIONALE

This procedure outlines short-term paid leaves that are not included in the current Collective Agreements. These leaves have been historically provided through a previous procedure and continue to apply to all permanent teaching staff. By documenting them formally, the board ensures clarity, consistency, and continuity in the application of these established entitlements.

2.0 DEFINITIONS

2.1 Short Term Paid Leave of Absence – period of employer approved time away from work

2.2 Designate – individual or department that will take on the responsibility

3.0 RESPONSIBILITY**3.1 People and Culture Department**

Leave requests will be reviewed for benefit entitlement through People and Culture.

3.2 Superintendent of People and Culture

Superintendent or designate will approve the requests for paid leave as outlined in this procedure and the Collective Agreements.

3.3 DDSB Permanent Teachers (ETFO and OSSTF)

DDSB permanent Teachers will request approval for the paid leave following board processes.

4.0 APPLICATION AND SCOPE

This procedure applies to all permanent DDSB elementary and secondary teachers represented by ETFO and OSSTF. Under the School Board Collective Bargaining Act, negotiations with teacher unions occur within both provincial and local frameworks. Paid leaves have consistently been a central bargaining item, and the board is required to maintain existing leave entitlements that have historically been implemented through past practices, even when these entitlements are not explicitly documented in the current Collective Agreements.

5.0 PROCEDURES

5.1 General Principles

- All leave requests must comply with legislation.
- Approval of a leave of absence is subject to review for benefit entitlement.
- Documentation may be required to support a leave request.
- DDSB reserves the right to request additional information where appropriate.

5.1.1 Short Term Paid Leaves (Not included in CA)

In addition to those short term paid leaves specified in the Collective Agreements for ETFO Permanent Teachers and OSSTF Permanent Teachers, the following short term paid leaves of absence previously charged to sick leave and therefore included in the combined maximum 5 days per year may be granted for:

- Approved appeal of day coded as “snowed in”
- Moving to a new residence on the day of the move (one day per school year)
- Personal legal transactions (one day per school year)

5.2 Short Term Paid Leaves (Included in CA – Additional Examples)

The Director or designate shall have the authority to grant leave of absence, with pay, for periods up to three (3) days, in any one (1) school year, either for special or compassionate reasons. For example:

- Participation in festival of the arts
- Coaching at international events or finals of provincial/national competitions
- Attending one’s own wedding or that of a child, parent, or grandchild
- Providing care for child or parent
- Family crisis or emergency

5.3 Application

Teachers are required to submit all leave requests through the board's designated online process, where the necessary documentation requirements are also outlined. To support timely review and approval, teachers should submit their leave requests at least 48 hours in advance whenever possible.

6.0 COMMUNICATION

This procedure shall be communicated and made available to all permanent DDSB elementary and secondary teaching staff in a clear and accessible manner.

It will be published on DDSB's website and referenced through relevant People and Culture communications. Where applicable, information related to this procedure will be reflected in appropriate online tools and processes to support consistent application.

Substantive updates to this procedure shall be communicated to all teaching staff and relevant administrators in advance of implementation.

Communication of individual leave decisions will continue to be managed through established People and Culture and school-based processes.

7.0 MONITORING AND REVIEW

People and Culture and Operations are responsible for monitoring the application of this procedure to support consistency, compliance with applicable collective agreements, and alignment with legislative requirements.

Monitoring may include the review of leave approval practices, identification of recurring issues or clarification needs, and feedback from administrators and staff.

This procedure shall be reviewed and updated as required, including:

- When applicable collective agreements are amended or renewed
- When legislative or regulatory requirements change or amend; and
- As part of the DDSB's regular policy and procedure review cycle.

Where changes to this procedure related to matters governed by collective agreements, consideration will be given, as appropriate, to established collective bargaining or labour relations processes.

8.0 APPENDICES

None

9.0 REFERENCE DOCUMENTS

Education Act, R.S.O. 1990

School Board Collective Bargaining Act

Cancellation of Student Transportation Procedure