

## Requests for Personal Business Days-Secondary Teachers

The following process is to be followed for granting personal business days:

Teacher submits request to Principal at least 3 instructional days in advance. Approved Absence Form is completed and submitted to Manager of Human Resources-Secondary as designate for Executive Officer of Human Resources. Approval is granted for the following types of requests:

- o Moving day
- o Family member institutionalized
- o Appointment with professional/specialist
- o Participant in a wedding party
- o Significant planned personal event\*\*
  - ➔ Requests for reasons not listed above are reviewed on an individual basis with the Executive Officer of Human Resources
  - ➔ A personal business **day will not** be granted for the extension of a vacation period
- As per Collective Agreement, only 1 (one) paid personal business day is granted per school year in addition to 2 (two) unpaid days
- Approval is noted on the Approved Absence Form and returned to the Principal
- Principal will communicate approval to teacher
- Teacher is responsible for reporting absence to HARRI using the appropriate code as noted on the Approved Absence Form

### **\*\*Criteria for significant planned personal event:**

- *The event cannot be held on an alternate date*
- *Directly impacts and involves the teacher*
- *Is essential that the teacher attend*

## Requests for Unpaid Leaves of Absence-Secondary Teachers

The following process is to be used for the granting of unpaid leaves of absence for absences that do not qualify as Personal Business Days:

- Teacher submits request to Principal at least 3 instructional days in advance
- Approved Absence Form is completed and submitted to Manager of Human Resources-Secondary as designate for Executive Officer of Human Resources
- The Manager of Human Resources will consult with the Principal as to the effect on the students/school of the request by the teacher and, if necessary, the Executive Officer of Human Resources
- If the request is approved, the approval is noted on the Approved Absence Form and returned to the Principal
- Principal will communicate approval to teacher
- Teacher is responsible for reporting absence to HARRI using the appropriate code as noted on the Approved Absence Form
- If the request is not approved, the teacher may appeal the decision to the Executive Officer of Human Resources