

Family Emergency Leave

Family Emergency Leave is a form of compassionate leave and is found in clauses 14.6.1 and 14.6.1.1 of the *Collective Agreement*. It is a provision for paid leave when there is “an urgent and unforeseen requirement to attend to the health or care of a near relative”, as defined in clause 14.6.1.

In 2010 the Local and the CBE engaged in discussions around the implementation of Family Emergency Leave. Both parties agreed to the following communication, now modified to reflect changes in personnel and the Smart Find Express system:

In an effort to provide support to employees and to clarify the application of this article, the ATA and the Calgary Board of Education have come to an understanding regarding the application of this clause.

When a teacher has a child, or any other near relative, who becomes ill, it is an expectation that the teacher will endeavour to make arrangements for alternate care. In the event that alternate arrangements cannot be made, the teacher will be able to access a leave with pay for one day under clause 14.6.1.1. In the event that alternate arrangements cannot be made after one day, the teacher may access up to four more days of leave with pay. In such circumstances the teacher shall inform Lynnel Noel, Manager - Total Rewards, at totalrewards@cbe.ab.ca, who may request reasonable evidence that the teacher is entitled to the leave.

We acknowledge that there may be rare circumstances that warrant a leave with pay beyond five days. In those circumstances, teachers will be asked to provide further information to indicate why the situation is still urgent or unforeseen. These circumstances will be reviewed on a case by case basis by Lynnel Noel, who has authority to determine whether further leave will be granted.

When using SFE, teachers are asked to use code thirteen (13) to report an absence for the reasons described above.