

UPPER GRAND DISTRICT SCHOOL BOARD

Day of Remedy – Permanent Secondary Teachers

Please review contents of the box below before completing this form

CRITERIA FOR ELIGIBILITY

- Do not complete this form for a 411 absence.
- Teachers must record their absence in SmartFind using code 50.
- Must have been employed as a Permanent Teacher (OSSTF-TBU member) in 2016/2017 school year.
- Permanent Teachers may take one (1) day of absence in either the 2017/2018 or 2018/2019 school year. Of note, if the paid day off cannot be taken in either of these aforementioned years, it cannot be carried forward to the 2019/2020 school year.
- Teacher requests for remedy day absence shall not be denied subject to reasonable school and system requirements
- Requests will be considered in order of receipt by the Principal/Vice-Principal.
- Teachers will be asked to submit their requests to the Principal/Vice-Principal three weeks prior to the date requested where possible. It may be more difficult to accommodate requests provided less than three weeks in advance due to system and school requirements.
- **Requests for this day will not include the one (1) week period following the start of each semester, and/or days needed to support student assessment periods and/or parent reporting.**
- Teachers taking a paid day off shall be required to provide appropriate lesson plans/work for each of their classes and other regular teaching and assessment responsibilities, including but not limited to, preparation of report cards.
- Teachers are eligible for a paid day off equivalent to the portion of their full-time equivalent (FTE) status at the date on which they take the day off.

Date: _____

Employee Name: _____

Site Location: _____

Position: _____

I am requesting to be absent for work on the following day: _____

Employee HRIS #

Employee Signature

PRINCIPAL OR VICE-PRINCIPAL TO COMPLETE:

Criteria in bullet 5 above has been verified and this site is able to accommodate this request. Yes [] No []

If "No" please explain _____

Replacement required ____yes ____no Replacement time needed _____

Principal or Vice Principal Signature

HUMAN RESOURCES DEPARTMENT ONLY:

- ☐ You are given permission to be absent
- ☐ This request is denied.

Reason for Denial: [] Restricted Periods

[] Does not meet reasonable system and school requirements

Date

Signature

Please keep a copy of request for your records

Once processed the form will be scanned to the appropriate Principal & Employee

The personal information collected for this form is in accordance with OSSTF Provincial Remedy Minutes of Settlement. The information will be kept confidential and users will be the Principal, Vice-Principal, Superintendent of Human Resources, Executive Officer of H/R and H/R Administrative staff. Record retention of this document will be for a period of 7 years, after which time it will be shredded.

July 10, 2017