

Partial-Load Faculty Leaves

This document outlines the types of leaves that are available to Partial-Load faculty, as noted in the 2021-2024 CAAT-A collective agreement.

Please reach out to us at president@local138.ca if you have any questions.

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Short Term Disability, or STD (Article 26)

STD, also known as sick time, should be used when you require time off for medical reasons.

Earning/accumulation

- Sick time, accounted as credits (in hours), are earned according to your contract length and how many hours per week that you teach (Table 26.08 B of the CA):

Number of whole or partial calendar months of contract	Number of weekly contact hours					
	7	8	9	10	11	12
	Number of hours of paid sick leave					
1	3	3	4	4	4	5
2	6	6	7	8	9	10
3	8	10	11	12	13	14
4	11	13	14	16	18	19

For example, someone on a 4-month contract who teaches 12 hours/week earns 19 hours of sick credits.

- Sick credits carry forward until faculty loses their partial-load status for more than 6 months. Unused credits beyond 6 months are forfeit.

Pay and Benefits

- Absences using sick credits are paid at 100% of regular pay (i.e.: same as though you worked that day).
- If your sick credits have been depleted, absences are paid at 75% of regular pay.
- Service credits are earned when using sick time.
- Benefits remain unchanged.

Additional details

- Sick credits can be used to account for time that would otherwise be scheduled work (i.e.: absence from a 3-hour class can be covered by 3 hours of sick credit). Follow standard College procedures in reporting absences.
- Modified work arrangements (such as temporarily moving a class to online or asynchronous delivery, or deferring a class to a later date) **do not** require the use of sick time.
- Generally, a doctor's note is not required for leaves of 1 – 3 days, but one will likely be requested by the College for longer leaves.

Pregnancy Leave (Article 22)

If you require time off due to being pregnant, and/or have recently given birth to a child, you may be eligible for pregnancy leave.

Eligibility

- Must be on an active PL contract and employed for at least 13 weeks before the expected date of delivery (not necessarily on the same contract).

Entitlement

- Up to 17 weeks, ending with your current contract end date.

Requirements

- Must give at least 2 weeks notice (ESA standard), although the College wants 8 weeks notice.

Pay and Benefits

- Top up to 93% (standard leave), if employee demonstrates that they qualify for EI.
- For extended leave, the 93% top up is pro-rated for the duration of the extended leave.
- Service credits and sick credits continue to accrue.
- Benefits remain unchanged.
- Health coverage for your child may be added up to 31 days after its birth.

Additional details

- May return to work with 4 weeks written notice.
- Following pregnancy leave, faculty is eligible to take up to 35-weeks of standard parental leave or up to 61 weeks of extended parental leave (*see parental leave and leave of absence - parental*).
- Partial-Load Registry hiring priority can be extended by up to 78 weeks from child's date of birth (you must inform the College).

Parental Leave (Article 22)

If you are expecting to be a parent of a new child (includes adoption), you may be eligible for parental leave.

Eligibility

- Must be on an active PL contract and must be employed for at least 13 weeks.
- Leave must be taken within 52 weeks of the child coming into your care/custody.

Entitlement

- Up to 37 weeks, ending with your current contract end date.

Requirements

- Must give at least 2 weeks notice (ESA standard), although the College wants 8 weeks notice; notice is not required if taken immediately after pregnancy leave.

Pay and Benefits

- Top up to 93% (standard leave), if employee demonstrates that they qualify for EI.
- For extended leave, the 93% top up is pro-rated for the duration of the extended leave.
- Service credits and sick credits continue to accrue.
- Benefits remain unchanged.
- Health coverage for your child may be added up to 31 days after its birth.

Additional details

- Partial-Load Registry hiring priority can be extended by up to 63 weeks of becoming a parent (you must inform the College).

Leave of Absence – Parental (Article 22)

If you take pregnancy and/or parental leave, you may be eligible to take additional time off. This leave is different than *Leave of Absence (Article 21)*.

Eligibility

- Must currently be on a pregnancy or parental leave with at least 2 weeks remaining in the leave.

Entitlement

- Up to 52 weeks (inclusive of pregnancy/parental leave), ending with your current contract end date.

Requirements

- Request for leave must be made in writing, at least 2 weeks before the end of pregnancy or parental leave.

Pay and Benefits

- Unpaid.
- Service credits and sick credits continue to accrue.
- Benefits remain unchanged.

Additional details

- Employee determines duration of leave, as well as start and end dates.

Leave of Absence, or LOA (Article 21)

When you need to take time off for any reason, including Statutory Leaves (Employment Standards Act) and non-Statutory Leaves (i.e.: religious leaves, jury duty, personal leaves).

Eligibility

- Must be on an active PL contract.

College's rights/discretion

- Allow or deny the leave.
- Duration of the leave, including the start and end dates.
- Paid/unpaid leave (outside of ESA requirements).
- Service credits (in connection with pay).

Benefits

- For unpaid leaves, faculty may bridge their health benefits if the college provides a written commitment for future employment within 5 months.
- Faculty who are rehired within 6 months of an approved LOA shall retain their sick credits.
- Faculty may choose to purchase missed pension contributions:
 - for non-statutory leaves, faculty would bear all costs (employee and employer portions).
 - for statutory leaves, if repurchased within six (6) months of return to work, faculty would only contribute the employee's portion. After 6 months, they would bear all costs (employee and employer portions).

Prepaid Leave Plan, or PLP (Article 23)

Up to one-year leave of absence whereby income is paid by deferred salary.

Eligibility

- Must be on an active PL contract, with 3 years seniority.

Requirements

- A written request must be submitted to the College President before January 31st, with a response given by the College President by May 1st.

Additional details

- Monies can only be deferred until the end of the employee's contract.
- Deferred salary includes interest.
- Sick credits do not accumulate during leave.