



## DISCRETIONARY DAY POLICY

Approved Date: April 2020

Revised Date:

A discretionary day may be authorized annually by School Council. It allows eligible employees to use one (1) sick day as a paid discretionary leave day. School Council will carefully consider factors such as budget and availability of substitute staff, when deciding whether to authorize discretionary leave for a given school year.

Discretionary leave:

- Is preplanned
- Has no cash value
- Cannot be rolled over into another school year
- Cannot be used to extend Christmas, Spring, or Summer breaks

### Employee eligibility

To be eligible for a discretionary day, an employee must:

<i>Support Staff</i>	<i>Teachers</i>
<ul style="list-style-type: none"><li>• Work 20 hours or greater each week</li></ul> OR <ul style="list-style-type: none"><li>• Work part time for more than five (5) months per school year in a continuous assignment</li></ul>	<ul style="list-style-type: none"><li>• Work 0.5 FTE or greater</li></ul> OR <ul style="list-style-type: none"><li>• Work part-time for more than 5 (5) months per school year in a continuous assignment</li></ul>

For all staff, limited duration assignments of less than 5 months are not eligible.

### Requests for one (1) discretionary day

If School Council has authorized a discretionary day for that school year, the process to request discretionary leave is:

- 1) The request must be submitted to the principal prior to the requested leave day.
- 2) A Leave of Absence Form must be completed.
- 3) The principal will review the availability of TOC's, etc. when considering whether the request may be approved.

### Reference

Please also see the following for additional information:

- CISPG Policy 428 – Support Staff: Leaves of Absence

- CISPG Policy 429 – Support Staff: Replacements and Substitutes
- CISPG Support Staff Employment Plan – Clause 8: Leaves
- CISPG Policy 429.1 – Teachers: Replacements and Substitutes
- CISPG Teacher Employment Plan – Section 7: Leaves