

Vancouver Elementary and Adult Educators' Society

Union Leave of Absence Form

Please use this form to report any union leave you access

Please read the following clarifications before submitting*

- All union leaves must have been requested or approved prior to being taken
- The VEAES mentorship leaves are a separate account and cannot be claimed with this form
- Do not submit leave form for VSB requested work (District Committees etc)
- If your absence was filled by another teacher and resulted in loss of service to students, complete this form and access the funds to restore lost service through the school flex fund
- BCTF leave requests are coordinated between the BCTF and VSB
- Health and Safety chair ½ day leave has been discontinued
- Request a TOC through SFE using Code 141
- VEAES pays the VBE for the TOC cost. If a TOC is not available a Credit Note is issued by VBE to the school principal, VEAES member, VTF Representative, VEAES and VSB Accounting, and your school Flex Account will be credited. The school can use their Credit at the discretion of the Staff Committee.
- SR Union Prep Time WILL NOT BE PROVIDED in months where VEAES has scheduled training workshops for staff representatives.

Name of Staff Rep _____

School _____

Actual date of leave _____

Tick applicable box AM only PM only Full day

Reason for leave

½ day union leave for month _____

Full day union leave combining months _____ & _____

School Union Rep Training (SURT)

Local bargaining

Executive Committee ½ day leave

Executive Committee project

BCTF release

Was this absence filled by a TTOC?

I am an AE teacher