



Employment Handbook

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INTRODUCTION

I. FFCA

Foundations for the Future Charter Academy (FFCA) is a public charter school serving over 3500 K-12 students in our 7 campuses across Calgary.

II. History

FFCA opened in September of 1997 with a total of 224 K-8 students and 12 staff members. From those first cautious steps right up to today, FFCA has demonstrated commitment to its stated purposes of excellence in student learning and a strong partnership with parents.

III. Our Vision

“Excellence in student achievement and character development through distinctive teaching and learning.”

IV. Our Mission

“To provide a safe and caring environment where academic excellence, character development, parental involvement and staff leadership are valued and fostered.”

V. About this Handbook

This handbook outlines the expectations that FFCA has of its employees and what employees may expect from FFCA. FFCA believes this understanding supports the development of a positive relationship between FFCA and its employees.

This handbook provides relevant employment information and does not constitute a contract between FFCA and its staff. FFCA reserves the right to change policies, working conditions and benefits as set forth in this handbook. Generally, this will not happen without consultation with the staff members who are affected unless the change is minor and does not change the intent or words are added for clarification. The most current version of this handbook will be posted on the FFCA website. Throughout this handbook, reference is made to the [Alberta Education Act](#) and the [Employment Standards Code](#) which govern employment in Alberta schools.

This handbook applies to all staff, with exclusions appropriately noted. If employees have any questions about its content, they are to contact Human Resources at (403) 520-3206, extension 8153 or 8151.

EMPLOYMENT

All employment in FFCA is authorized by the *Alberta Education Act*.

I. Employment Principle

Employees are selected to join FFCA because FFCA believes they possess the qualifications, skills, and qualities needed to succeed in the position to which they have been assigned. FFCA is an equal opportunity employer, and all qualified applicants will receive consideration without regard to race, religion, sex, sexual orientation, gender identity, disability, or any other characteristic protected under the *Alberta Human Rights Act*. Whether an administrator, teacher, or support staff member, each employee is an important member of the FFCA family. By way of training and support, employees are given every opportunity to be successful.

II. Core Expectations

FFCA Staff are expected to:

- a. provide a high standard of professional performance,
- b. behave in a positive manner that recognizes that they are role models for students,
- c. work collaboratively with colleagues to serve the best interests of FFCA, its students and its families,
- d. be active learners in relation to their professional responsibilities,
- e. be willing to change assignments, for which they are qualified, for reasons of personal professional growth or to meet the needs of FFCA, and
- f. familiarize themselves with and follow all expectations and guidelines contained in this FFCA Employment Handbook, all policies, administrative procedures, and other directives as established.

III. Job Classification

A. Teaching Staff

1. The employment of teaching staff is covered in the *Education Act*.
2. 1 FTE (Full-time Equivalency) is based on working 200 school days even though the actual number of workdays in a school year may not reach that amount. Given the diversity of teaching assignments, some variation in the determination of individual teachers' FTEs may exist. Factors that may be considered in determining the FTE of a position include preparation and marking load expectations, class size, class composition, supervision expectations and other assigned duties.

B. Support Staff

1. Support staff are non-certificated employees who contribute to the operation of the organization whether at the campus level or at the Central Office.
2. Allocation of support staff to the campuses and Central Office is determined by a variety of factors.
3. A campus-based 10-month employee's FTE (Full-time equivalency) is based on a 1.0 FTE position of 1,680 hours per year. A central office or campus-based 12-month employee's FTE is based on a 1.0 FTE position of 2,080 hours per year.

C. Casual Staff

Casual staff are defined as certificated or non-certificated support staff employees who regularly work fewer than 20 hours per week or on an as-needed basis. These employees do not qualify for any of the FFCA benefits.

IV. Employment Procedure

A. All Staff

1. Prior to commencement of employment, new staff will be required to complete and/or provide the following where applicable:
 - a. Police Information Check
 - b. Alberta Children's Services Intervention Check
 - c. Direct Deposit Banking Information
 - d. Social Insurance Number
 - e. Personal Tax Credit forms
 - f. Employee Information form
 - g. Confidentiality Agreement
 - h. Network Resource Acceptable Use form
 - i. Sun Life Benefits Enrollment Application (if eligible)
 - j. Teaching Certification (if applicable)
 - k. Teaching Qualifications Statement (if applicable)
 - l. Verification of Experience from previous employers
 - m. Alberta Teachers' Retirement Fund – Registration and Beneficiary form (if applicable)
 - n. Local Authorities Pension Plan enrollment form (if applicable)
 - o. Occupational Health and Safety courses as required
2. Following commencement of employment, staff are required to update any changes to the information identified above.

V. Hours

In compliance with the *Employment Standards Code*, scheduled hours of employment are set by the Superintendent or designate and/or the Supervisor in consideration of the operation of FFCA. Hours of work at a campus will be set by the Principal Educator within the parameters established by the Superintendent or designate.

A. Teaching Staff

The Principal Educator will establish expectations for teachers regarding the needs of the school, in accordance with the *Education Act* and the requirements of the Charter. Subject to approval by the Superintendent or designate, staff deployment is the responsibility of the Principal Educator, in consultation with staff.

While exact teaching assignments may vary by teaching role, location and grade level, a full-time teacher contract will generally equate to 800 – 900 instructional hours per year and 1100-1200 hours of total assigned time per year (which includes instruction, supervision, required meetings, collaboration, professional development, learning conferences, etc. that is assigned by administration). Part-time contracts will be pro-rated based on teaching load (instructional time).

B. Support Staff

Work hours are outlined on a calendar annually by the employee's supervisor for employees working a minimum of four (4) hours per day. For employees working fewer than four (4) hours per day, the employee's supervisor determines the hours in consideration of the needs of the campus. The employee's hours of work are tabulated by a timesheet and scheduled in accordance with the *Employment Standards Code* (Part 2, Division 3, section 18). As such, support staff at FFCA:

1. can be scheduled for a maximum of 44 paid hours per week;
2. must be provided with one 30-minute or two 15-minute unpaid rest breaks during working shifts of 5 consecutive hours or longer UNLESS circumstances exist in which it is "urgent", "unpreventable", or "unreasonable".

VI. Time in Lieu – Support Staff

In compliance with the *Employment Standards Code*, (Part 2, Division 4, section 22 (1) and Bill 2), staff will be granted time off in lieu of compensation for an exceptional workload or excessive hours of work. Such additional hours require prior written approval from the appropriate supervisor. Support staff members will receive a copy of the Extra-time/Overtime Agreement.

VII. Salary Administration

Salaries are paid monthly over the 12 months of the year. Teaching staff are paid on the 20th of each month, substitute teachers are paid on the 10th of each month; and support staff are paid on the last banking day of each month. Should any of these dates fall on a weekend, salaries will be paid on the last banking day before the regular pay date.

Employees are responsible for ensuring the accuracy of their pay, and if at any time FFCA has paid salary higher than the calculated FTE and grid placement or reimbursed amounts in excess of what is due, FFCA may deduct an amount equal to that excess from future income. Other methods of reimbursement may be considered for a fair and equitable resolution for the employee as well as FFCA.

A. Teaching (Certificated) Staff

Teacher salaries are determined by grid placement. The criteria for grid placement are:

1. years of education, and
2. years of experience, verified by a *Verification of Experience* from previous School Board employers.

The evaluation of teacher education for salary purposes is determined by a Statement of Qualification issued by the Alberta Teachers' Association Teacher Qualifications Service in accordance with the principles and policies established by the Teacher Salary Qualifications Board.

Calculation of Teacher Education

1. Within sixty (60) days of commencement of employment with FFCA, teachers will submit a Statement of Qualifications from Teacher Qualifications Service or a copy of the Association's *Salary Evaluation Application Form* for such evaluation. If the Statement of Qualification or a copy of the Association's *Salary Evaluation Application Form* is not supplied as specified, salary adjustments will not be retroactive to the contract start date and will be adjusted effective the beginning of the month following the submission of a Statement of Qualifications.
2. Teachers who have completed additional training which will qualify them for a new placement on the salary grid will submit an updated statement of Qualifications from Teacher Qualifications Service or a copy of the Association's *Salary Evaluation Application Form* for such evaluation within sixty (60) days of the additional training qualification. If the Statement of Qualification or a copy of the Association's *Salary Evaluation Application Form* is not supplied as specified, salary adjustments will not be retroactive to the qualification start date and will be adjusted effective the beginning of the month following the submission of a Statement of Qualifications.

3. Until the teacher submits a Statement of Qualifications from the Teacher Qualifications Service, the teacher will be placed on the salary schedule according to the most recent acceptable Statement of Qualifications or in the absence of such a statement, at the lowest category and step on the current teacher salary grid.
4. Once Human Resources has received an updated Statement of Qualifications from Teacher Qualifications Service which places the teacher at a higher grid position, all retroactive pay will become due and payable at a pay period within forty-five (45) calendar days (only applicable if the above information was received within the specified sixty (60) days).

Calculation of Teaching Experience

1. A teacher may be granted a one-year experience increment on the FFCA salary grid for each full year of qualifying teaching experience acquired prior to, or during, the teacher's current employment with FFCA. Qualifying years of experience must have:
 - a. required the teacher to hold a valid Alberta teaching certificate, or equivalent, as a condition of employment;
 - b. consisted of at least one hundred forty (140) full teaching days;
 - (i) Part-time teachers are tracked on a pro-rated basis (e.g., a teacher that works 0.5 FTE will earn enough experience to get an experience increment after 2 years).
 - (ii) Partial years of experience under one hundred forty (140) full teaching days in other jurisdictions will not be recognized when determining initial grid placement at FFCA.
 - c. been equivalent to teaching experience in Alberta school jurisdictions.
2. Upon commencement of employment with FFCA, a teacher will be placed on the salary grid in accordance with the acceptable documentation provided by Boards who previously employed the teacher within sixty (60) days of start of employment at FFCA. If the acceptable documentation is not provided as specified, salary adjustments will not be retroactive to the contract start date and will be adjusted effective at the beginning of the month following the provision of acceptable documentation.
3. A teacher wishing recognition of teaching experience outside of Canada shall provide, in a form acceptable to FFCA, documentation substantiating his/her claim for teaching experience outside of Canada.
4. Until the teacher submits the acceptable documentation regarding their years of experience, the teacher will be placed on the salary schedule according to the most recent acceptable documentation or in the absence of such documentation, at the lowest category and step on the current teacher salary grid.
5. Once Human Resources has received the acceptable documentation, the Superintendent or designate will determine the placement of the teacher on the

salary grid within 30 days of receipt of the application and acceptable documentation.

6. Once appropriate grid placement has been made, and if the teacher is placed at a higher grid position, all retroactive pay will become due and payable at a pay period within forty-five (45) calendar days (only applicable if the above information was received within the specified sixty (60) days).
7. Once a teacher's initial experience grid placement has been made, all regular adjustments to experience increments will take effect on the first September 1 or February 1 immediately following their qualification for the increase.

Compensation is based on 200 workdays. If the teacher is required to work more than 200 days, the teacher will be paid 1/200th of their annual salary for each day in excess of 200.

Teachers agree that, if at any time FFCA has paid salary higher than the verified grid placement or reimbursed amounts in excess of what is due, FFCA may deduct an amount equal to that excess from future income. Teachers will be advised when a new grid is posted on the website.

B. Substitute (Certificated) Teaching Staff

The substitute teacher daily rate is posted on the salary grid on the FFCA website. Substitute teachers will be paid for the number of full days or partial days worked in each month. Substitute teachers working up to a half-day will receive half of the daily rate. High School early dismissal days are considered 0.8 fte unless all assigned teaching & supervision duties are completed by noon in which case the half-day rate applies.

A substitute teacher employed as a replacement for the same teacher for more than five consecutive full or half school days, who is responsible for the full spectrum of teaching responsibilities including: 1) planning, 2) teaching, and 3) assessment of students, will be placed on the salary grid, commensurate with their qualifications and experience on the sixth consecutive school day. Should a substitute teacher's assignment extend beyond five consecutive days, but not require planning and/or student assessment, the daily substitute rate will continue.

Determination of grid placement will require submission of a Teacher Qualification Statement and verification of years of employment from previous employers. A substitute teacher may gain a year of teaching experience on the grid by accumulating **at least one hundred forty (140) full teaching** days in a given school year.

C. Support (Non-certificated) Staff

Salaries for support staff are driven by a calendar calculating the FTE of the employee at the approved grid rate. Salaries are shown as a yearly rate for the calculated FTE. Copies of the FFCA support staff grid are made available on the FFCA website.

Human Resources determines the initial grid placement in consultation with the supervisor. Past relevant experience may be considered in establishing the employee's starting salary provided that the experience is in an identical or very similar type of work.

Advancement on the salary grid will be dependent upon annual performance evaluation and hours worked. A support (non-certificated) employee may be granted a step increment on the FFCA salary grid **for each full year, consisting of a minimum of 1200 hours**, of experience in the relevant position during their current employment with FFCA.

Step increment adjustments will be made annually on the anniversary of their start date.

Vacation pay increments will take effect on September 1 of the year immediately following an employee's step increment adjustment.

School-based support positions are 10-month positions paid over 12 months while Central Office positions are 12-month positions. Should a support staff employee leave their job, the final pay would include funds held for the 12-month annualization.

VIII. Statutory Holidays

Support staff employees are paid for up to 12 statutory holidays if they occur on a day they would regularly be scheduled to work. For 10-month employees, Canada Day and Heritage Day typically fall outside their 10-month work calendar and therefore, are not paid holidays. Should a 10-month employee's annual work calendar extend to include one or more of these dates, it would be a paid holiday. Hourly casual employees are paid for the statutory holidays in accordance with the *Employment Standards Code*.

Statutory holidays (includes provincial mandated general holidays and optional general holidays observed by FFCA):

- Labour Day (1st Monday in September)
- National Day for Truth and Reconciliation (September 30th)*
- Thanksgiving Day (2nd Monday in October)
- Remembrance Day (November 11th)*
- Christmas Day (December 25th)*
- Boxing Day (December 26th)*
- New Year's Day (January 1st)*
- Family Day (3rd Monday in February)
- Good Friday (Friday before Easter)
- Victoria Day (Monday before May 25th)
- Canada Day (July 1st)*
- Heritage Day (1st Monday in August)

*For 10-month and 12-month employees, FFCA provides a day-off in lieu, scheduled at its discretion, for National Day for Truth and Reconciliation, Remembrance Day, Christmas Day, Boxing Day, New Year's Day, and Canada Day should they fall on a weekend. The days off in lieu for the National Day for Truth and Reconciliation and/or Remembrance Day will be scheduled

during the FFCA fall break. The days off in lieu for Christmas Day, Boxing Day, and/or New Year's Day will be scheduled during the FFCA winter break. The day off in lieu for Canada Day will be scheduled during the FFCA summer break.

IX. Vacation

Vacation entitlement for 10-month support employees is paid on each payroll deposit; 12-month employees take vacation as time off with pay. The vacation accrual is as follows:

10-month Employees

1. 4% after first complete year
2. 6% after three complete years
3. 8% after five complete years
4. 10% after 12 complete years

12-month Employees

- 10 days after first complete year
- 15 days after three complete years
- 20 days after five complete years
- 25 days after 12 complete years

For part-time 12-month employees who work a reduced number of days per work period, the number of paid vacation days will be prorated based upon their FTE. (e.g., a 0.6 FTE employee working three days per week will receive 6 days of paid vacation after the first year, 9 days paid vacation after three years, etc.)

Employees are responsible to make sure that they take vacation days as entitled at a time approved by their supervisor. All 12-month employees shall be entitled to carry forward and accumulate up to five (5) days of unused vacation in any given year of employment without written approval of the Superintendent or designate. No additional unused vacation days may be carried forward without the prior approval of the Superintendent or designate. Any unused vacation days not permitted to be carried forward will be forfeited by the employee at the end of the fiscal year (August 31) in which they were entitled.

X. Probationary Period

A. Certificated Staff

The first year a teacher works with FFCA, they may hold a Probationary Contract. This may be extended to a second year with the approval of the Superintendent or designate.

B. Support Staff & Casual Staff

The probationary period for support staff is three months from the starting date of employment.

XI. Performance Evaluations

A. Administrative Staff

Evaluation of administrative staff is designed to ensure that each administrator's actions, judgments, and decisions support the establishment and maintenance of an optimal learning environment. Administrator evaluation occurs in accordance with [AP-C-103.1 Administrator Growth, Supervision and Evaluation](#).

B. Teaching Staff

Evaluation of teaching staff is designed to ensure that each teacher's actions, judgments, and decisions support optimal student learning. Teacher evaluation occurs in accordance with [AP-G-201.1 Teacher Growth, Supervision, and Evaluation](#).

C. Support Staff

Performance evaluations are conducted to achieve the following goals:

1. establish opportunities for staff growth,
2. provide performance feedback (positive and/or negative), including the recognition of accomplishments and the identification of training needs,
3. give the employee the opportunity to discuss performance expectations, goals, work satisfaction or dissatisfaction, and
4. precipitate critical decisions, such as moving from a probationary position to permanent status upon successful completion of the probationary period, or the decision to terminate employment.

Where circumstances warrant and upon the recommendation of the Superintendent, staff may be terminated in accordance with the laws of natural justice. Decisions to take such action are seen by FFCA as a last resort.

XII. Professional Development

FFCA recognizes that for an educational organization to continually grow, develop and prosper, all employees must be involved in activities designed to continually improve performance in all areas. These include governance, administrative performance and procedures, curriculum content, teaching methods and, above all, student learning.

Professional development contributes to the overall quality of education provided for students.

Professional development provides a means of improving the delivery of curriculum, the provision of services, and the performance of campuses and individuals. Support of professional development is a shared responsibility between the staff and FFCA. FFCA supports professional development through its annual budget.

XIII. Standards of Conduct - All Staff

Refer to [Policy 19 Welcoming, Caring, Respectful, Safe and Inclusive Learning and Working Environments](#).

XIV. Use of Information and Communication Technologies - All Staff

FFCA provides technology resources that support learning for students and staff, or that support administrative operations. As a condition of employment with FFCA, staff will be expected to familiarize themselves with, and follow, [AP-H-201.1 Use of Information and Communication Technology](#).

BENEFITS

I. Benefit Overview Eligibility

FFCA employee benefits coverage is reviewed annually, and coverage details are available in the benefits handbook available from the human resources administrator or the benefits provider. An overview of the coverage types and explanation of eligibility is provided here.

A. Extended Medical & Dental

Employees holding continuing or probationary contracts of 0.6 FTE (24 hours per week) or more are eligible for extended health and dental benefits with full FFCA-paid premiums.

Employees holding continuing or probationary contracts of less than 0.6 FTE (24 hours per week), but not less than 0.5 FTE (20 hours per week), may share the cost of extended health and dental premiums on a *pro-rata* basis in accordance with their FTE.

Retiring staff who have a minimum of five years of service with FFCA may elect to enroll in the retiree extended health care and dental plan. Enrollment in the plan is voluntary and premiums are 100% paid by the retiree. Coverage may be elected for the retiree and any eligible dependents and may be continued until the retiree's 70th birthday. Coverage may be terminated by the retiree with 30 days' prior written notice.

B. Short-term Disability (Weekly Indemnity), Long Term Disability, Accidental Death and Dismemberment, and Life Insurance

All employees holding continuing or probationary contracts of 0.5 FTE (20 hours per week) are required to participate in Accidental Death and Dismemberment, Short-term Disability (Weekly Indemnity), Long Term Disability, and Life Insurance. Premiums for these coverages are employee-paid via payroll deduction so any benefits received via these coverages are not subject to taxation.

C. Employee and Family Assistance Program

FFCA provides access to an Employee and Family Assistance Program for all employees and covers the cost of premiums for this program

D. Worker's Compensation

In cases where employees are required to be enrolled in the Alberta Worker's Compensation program, FFCA pays the full cost of the premiums.

D. Employment Insurance (EI) and Canada Pension Plan (CPP)

FFCA pays the required employer premiums for the Canada Pension Plan (CPP) and Employment Insurance (EI). Employee's portions are done via payroll deduction.

E. Supplemental Prescription Drug Coverage (*exceptional cases only)

In certain cases where a prescription costs for an FFCA employee receiving extended health benefits, or their dependent, exceeds \$3000 annually, the employee is encouraged to contact Human Resources to explore options, such as FFCA covering the premiums for supplemental prescription coverage, which could reduce the employee's out-of-pocket drug expenses and help reduce FFCA's extended health care costs. These situations are reviewed on an annual basis and require the approval of the Superintendent or designate.

II. Pension Plans

A. Alberta Teachers Retirement Fund (ATRF)

Participation is mandatory. Deductions are made through payroll.

Teachers: The Province and employee make contributions to the ATRF according to the specifications of the [ATRF](#). (Please note that teachers on short term disability are required by the ATRF to make their employee contributions during their disability period. As this cannot be done by payroll deduction while they are receiving benefits payments from the benefits provider, alternative arrangements will be coordinated between the employee and Payroll for these employee contributions to be made.)

B. Local Authorities Pension Plan (LAPP)

Participation is mandatory for all support staff who meet the eligibility requirements. Eligibility is defined as work hours exceeding 884 annually.

Support Staff: FFCA and employee share contributions to LAPP according to the specifications of [LAPP](#) and FFCA policy.

LEAVES

I. LEAVES WITH FULL OR PARTIAL COMPENSATION

The following are paid leaves which include full or partial compensation by FFCA:

A. Sick Leave

Staff may have access for up to 20 days per school year for personal illness, medical or dental appointments, or because of personal injury. This includes staff who, in accordance with Alberta Health recommendations, elect to self-isolate due to having COVID-like symptoms or testing positive for COVID. Sick leave taken for partial days will be rounded up to the nearest half-day. For an absence of more than 3 consecutive days, a doctor's note, or other documentation (e.g., proof of positive COVID test), may be required at the direction of the supervisor or the Superintendent or designate.

Sick days are earned at a rate of 2 per month. As such, temporary and interim contracted employees with terms of less than 10 months will have access to reduced sick days prorated in accordance with the length of their contract (e.g., a 3-month term would correspond to 6 paid sick days.)

For part-time employees who work a reduced number of days per work period, the number of sick leave days will be prorated based upon their full-time equivalency rounded up to the nearest day. (e.g., a 0.6 FTE employee working three days per week may access up to 12 days of paid sick leave)

Unused sick leave days will not be carried over to the next year or paid out at the end of the school year.

B. Isolation Leave

Staff who are not eligible for sick leave or short-term disability leave, but who are legally ordered to isolate by a government agency for reasons related to their employment and unable to fulfill the work obligations of their position may access paid isolation leave. Isolation leave requires Superintendent or designate approval and will only be applicable after all possibilities for modified duties have been exhausted.

Substitute teachers who are legally ordered to isolate by a government agency for reasons related to their employment may be able to access isolation leave for teaching days that were already booked at the time of the isolation order which are not able to be worked during the isolation period.

C. Medical Leave of Absence

Short-term Disability (STD)

In accordance with the terms of the group benefit plan, after five consecutive days of absence due to illness or immediately upon surgery or hospitalization, an employee on continuing contract may be eligible for short term disability benefits to a maximum of 17 weeks through the benefit provider. Return to work requires a medical certificate of sound health and fitness for all duties of the position or equivalent documentation. *While receiving short term disability benefits, coverage under all plans will continue on the same cost-sharing basis.

Please note, if a 10-month employee is on STD for more than a few days, it may impact July and August pay as STD payments are not pro-rated over 12 months and they will not have accrued full July and August pay.

Long-Term Disability (LTD)

After conclusion of STD, if the employee is not medically fit to return to the full duties of the position, the employee may then be eligible for long-term disability. Return to work requires a medical certificate of sound health and fitness for all duties of the position.

Note:

Pre-employment health conditions will prohibit acceptance onto Long-term Disability.

Staff who become disabled continue to participate in FFCA's Benefit Program* based on coverage and salary immediately prior to the date of disability, to a potential maximum of two years. Continuation of coverage beyond two years will be reviewed on a case-by-case basis where there is a reasonable prospect of the employee returning to work.

* Basic Life, Basic Accidental Death and Dismemberment; Health and Dental will continue at no cost, to a maximum of two years.

D. Unspecified Leave

Through application to the Supervisor, eligible staff may be granted up to two days per year of paid unspecified leave. Unspecified leave will not be granted prior to any employee commencing work with FFCA. Leave arranged before commencement of employment will be at a loss of a day's wages.

Part-time employees working 0.6 FTE or greater will be eligible for 2 unspecified days. Part-time employees working less than 0.6 FTE will be eligible for 1 unspecified day.

Use of Unspecified leave may include but is not limited to:

1. Any situation that would qualify for unpaid leave (e.g., Family Responsibility Leave) as identified in this handbook,
2. Personal or immediate family member's participation in a significant competition, special event, or showcase,
3. Supervising their child's field trip or taking on another parental partnership role

- at their child's campus or school,
- 4. Home appointments that must be scheduled during the workday such as tradespeople, lawyers, etc.
- 5. Hosting a long-distance out-of-town visitor such as a parent, sibling, or child,
- 6. Moving, final walk-through of a home, signing documents, etc.

NOTES

- This leave is not a vacation day and is not to be used to create or extend holiday time.
- Application for Unspecified and Personal Leaves in combination will be made to the employee's supervisor but also require the approval of the Superintendent or designate.

E. Personal Leave

Through application to the Supervisor, a personal leave of absence with partial pay may be granted for not more than three days per school year, provided FFCA is reimbursed by a payroll deduction of \$246.00 per day or loss of a day's wages (whichever is lower). Personal leave will not be granted prior to any employee commencing work with FFCA. Leave arranged before commencement of employment will be at a loss of a day's wages.

Use of Personal leave may include but is not limited to:

- 1. Any situation that would qualify for unpaid leave (e.g., Family Responsibility Leave) as identified in this handbook,
- 2. Personal or immediate family member's participation in a significant competition, special event, or showcase,
- 3. Supervising their child's field trip or taking on another parental partnership role at their child's campus or school,
- 4. Home appointments that must be scheduled during the workday such as tradespeople, lawyers, etc.
- 5. Hosting a long-distance out-of-town visitor such as a parent, sibling, or child,
- 6. Moving, final walk-through of a home, signing documents, etc.

NOTES

- This leave is not a vacation day and is not to be used to create or extend holiday time.
- Application for Unspecified and Personal Leaves in combination will be made directly to the Superintendent or designate.

F. Compassionate Leave

Compassionate leave with pay may be granted:

- 1. for up to three school days because of critical illness of spouse, parent, child, brother, sister, or parent of spouse. One additional day for necessary travel may be granted. Additional days may be granted at the discretion of the Superintendent or designate.

2. for up to three school days because of death of spouse, parent, child, brother, sister, or parent of spouse. One additional day for necessary travel may be granted. Additional days may be granted at the discretion of the Superintendent or designate.
3. for up to two school days because of death of grandparent, grandparent of spouse, aunt, uncle, cousin, brother-in-law, sister-in-law, daughter-in-law, son-in-law, or close friend. One additional day for necessary travel may be granted. Additional days may be granted at the discretion of the Superintendent or designate.

G. Academic Leave of Absence

A temporary leave of absence with pay may be granted by the Supervisor when the employee is absent for the following:

1. one day necessary for writing each examination in an academic or professional course, and
2. attending a graduation or convocation at which the employee, the employee's child, spouse, or parent is receiving a degree or diploma.

H. Court Appearance Leave

A leave of absence with pay will be granted:

1. for jury duty or any summons related thereto, or
2. to answer a subpoena or summons to attend as a witness in any proceeding authorized by law to compel the attendance of witnesses.

I. UNPAID LEAVES

A. Maternity Leave

1. An employee on a continuing contract of employment will be granted job-protected leave for the full entitlement under the *Employment Standards Code* upon application. The leave is without pay.
2. The employee will endeavor to give six weeks' notice in writing of the day on which she intends to commence maternity leave. The employee will provide a medical certificate from a physician indicating that the employee is pregnant and the estimated date of delivery.
3. An employee may return to duties prior to the expiry of their parental leave. The entitlement consists of 16 weeks of maternity leave followed by 62 weeks of parental leave. Upon request, at least thirty days prior to the expiry of the original leave, an employee may be granted an extension of parental leave for the balance of the semester or the balance of the school year in which the original leave terminated. Extension of the original parental leave will be granted for a period of time such that the total length of maternity/parental leave does not exceed two years.
4. When an employee returns to duties, she will return to the campus occupied at the time maternity leave commenced or be provided with an assignment of a comparable nature.
5. The period of absence during maternity leave will not be counted as experience toward the granting of increments.
6. An employee on maternity leave may retain group benefit coverage by paying the entire premium, including FFCA's portion, for the period of the leave.
 - a. Benefits are paid by the employer for the health-related portion of the maternity leave for a period of 6 or 8 weeks (dependent on delivery).
 - b. While total premium costs are the employee's responsibility during this period, FFCA will continue to administer payment of these funds to the benefits plan provider subject to the provider's approval.
 - c. Failure by the employee to pay premiums will result in the termination of group benefit coverage.

B. Paternity Leave

Staff may be granted not more than one day for the birth of the employee's child with no loss of salary. In accordance with *the Employment Standards Code*, fathers and/or adoptive parents are eligible for up to 62 consecutive weeks of unpaid, job-protected parental leave. This leave can be taken by one parent or shared between the two parents, but the total combined leave cannot exceed 62 weeks.

C. Parental/Adoption Leave

In accordance with *the Employment Standards Code*, adoptive parents in a continuing employment situation may be eligible for up to 62 consecutive weeks of unpaid, job-protected parental leave. Adoptive parents can take parental leave regardless of the age of the adopted child. Leave for the purpose of adoption will be granted on the following basis:

1. The employee will notify the Superintendent or designate, in writing, of the employee's application to seek an adoptive child through an appropriate authority.
2. The employee will notify the Superintendent or designate, in writing, at the completion of the "Home Study" interview by an appropriate authority.
3. Upon request, FFCA will grant adoption leave without pay and benefits for a period of up to one year.
4. Commencement of leave will occur the day following the notification of the employee, by an appropriate authority, that a child-parent match has been completed.
5. When an employee returns to duties, he or she will return to the campus occupied at the time the leave commenced or be provided with an assignment of a comparable nature.
6. Upon request, at least thirty days prior to the expiry of the original leave, an employee may be granted an extension of adoption leave for the balance of the semester or school year in which the original leave terminated.
7. The employee may return to duties prior to the expiration of leave.
8. The employee on leave may retain group benefit coverage by paying the entire premium, including FFCA's portion, for the period of the leave.
 - a. While total premium costs are the employee's responsibility during this period, FFCA will continue to administer payment of these funds to the benefit plan provider subject to the provider's approval.
 - b. Failure by the employee to prepay premiums will result in the termination of group benefit coverage.
9. Periods of absence for this purpose will not be counted as experience toward the granting of increments.

D. Compassionate Care Leave

All staff may be granted a job-protected leave of absence to provide care for or support a gravely ill family member at risk of dying within 26 weeks. This leave will be unpaid and is for a maximum of 27 weeks.

1. Upon return to work, the employee will return to the position occupied at the time the leave commenced.
2. The employee may retain group benefit coverage by paying the entire premium, including FFCA's portion, for the period of the leave.
 - a. While total premium costs are the employee's responsibility during this period, FFCA will continue to administer payment of these funds to the benefit plan provider subject to the provider's approval.
 - b. Failure by the employee to prepay or make monthly payments will result in the termination of group benefit coverage.

E. Family Responsibility Leave

An unpaid leave up to 5 days per year (or the length of time required to care for a family member because of a pandemic-related illness) may be granted for short-term care of an immediate family member. Includes attending to personal emergencies and caregiving responsibilities related to education of a child.

F. Long-Term Illness and Injury Leave

An unpaid leave up to 16 weeks per year may be granted for long-term personal sickness or injury. A medical certificate and reasonable notice will be required. This aligns with the federal Employment Insurance program.

G. Domestic Violence Leave

An unpaid leave up to 10 days per year may be granted for employees addressing a situation of domestic violence.

H. Citizenship of Ceremony Leave

An unpaid leave up to a half-day may be granted for employees attending a citizenship ceremony for themselves or a family member.

I. Critical Illness of an Adult Family Member

An unpaid leave of up to 16 weeks may be granted for employees who take time off to care for an ill or injured adult family member. This aligns with the federal Employment Insurance program.

J. Critical Illness of a Child

An unpaid leave up to 36 weeks may be granted for parents of critically ill or injured children. This aligns with the federal Employment Insurance program.

K. Death or Disappearance of a Child

An unpaid leave up to 52 weeks may be granted for employees whose child disappeared as a result of a crime, or up to 104 weeks if a child died as a result of a crime. This aligns with the federal Employment Insurance program.

L. Sabbatical Leave

Sabbatical leaves without pay may be granted by the Superintendent or designate.

M. Extended Leave of Absence

Upon application, an extended leave of absence without pay may be granted by the Superintendent or designate.

N. Other Unpaid Leave

Upon application, a leave of absence without pay may be granted by the Superintendent or designate for reasons not covered by other leave categories in this handbook.