



There are many questions around the use of forms for leave, professional development and transportation. Many of the questions may center around “why do we have to fill in forms?” The simple answer is that staff cannot be away without permission. These leave requests must have central office approval. While the following will not cover all circumstances, it may alleviate some questions.

Frequently Asked Questions:

1. I am sick today. Do I have to fill out a form?
 - ✓ No, but you do have to inform your principal or designate. Your absence will either be recorded on your timesheet or through the teacher substitute booking program.
2. I have a medical/dental appointment. Do I have to fill out a form?
 - ✓ Yes. Use Form *415-2 Request for Leave of Absence Form*
3. I have to take my child, spouse, parent, etc. to a medical appointment in which my presence is necessary. Do I have to fill out a form?
 - ✓ Yes. Use Form *415-2 Request for Leave of Absence Form*
4. Due to family circumstances, I have a compassionate leave request. Do I have to fill out a form?
 - ✓ Yes. Use Form *415-2 Request for Leave of Absence Form*
5. I would like to take time off without pay. Do I have to fill out a form?
 - ✓ Yes. Use Form *415-2 Request for Leave of Absence Form*
6. I am taking a group of students on a field trip. Do I have to fill out a form?
 - ✓ Yes. Use Form *261-1 Field Trip Request*
7. I would like to attend the Middle Years (or any other conference). Do I have to fill out a form?
 - ✓ Yes. Use Form *415-2 Request for Leave of Absence Form*
8. I am a member of a school division committee such as CARS or technology. Do I have to fill out a form?
 - ✓ No, but you do have to inform your principal or designate. Your absence will either be recorded on your timesheet or through the teacher substitute booking program.
9. I want to take personal leave in lieu of Extra-Curricular or Noon Hour Supervision. Do I have to fill out a form?
 - ✓ Yes. Use Form *415-2 Request for Leave of Absence Form*
10. I am taking a sports team to a tournament. Do I have to fill out a form?
 - ✓ Yes. Use Form *261-1 Field Trip Request*
 - ✓ Also, use a Requisition for Transportation form. TBA
11. I want to attend the STF spring council. Do I have to fill out a form?
 - ✓ Yes. Use Form *415-2 Request for Leave of Absence Form*
12. I have been asked by Central Office to attend a professional development activity. Do I fill out a form?
 - ✓ Yes. Use Form *415-2 Request for Leave of Absence Form*