



Memorandum

To:	All Employees represented by CUPE
From:	Michelle Lamarche, Superintendent of Human Resources
Date:	September 5, 2018
Subject:	Scheduled Unpaid Leave Plan (SULP)

Under the terms of the central agreement recently negotiated between the Council of Trustees' Associations/Le Conseil d'associations d'employeurs (CTA/CAE) and the Canadian Union of Public Employees (CUPE) and agreed to by the Crown, a Scheduled Unpaid Leave Plan (SULP) replaced the Voluntary Leave of Absence Program (VLAP).

For employees who work a 10-month year, school boards must identify two (2) Professional Activity days in the 2018/2019 school year that will be made available for the purpose of the Scheduled Unpaid Leave Plan.

For the 2018/2019 school year, the Board has designated the November 30, 2018 and May 17, 2019 PA days for the purposes of the Scheduled Unpaid Leave Plan. Employees are eligible to apply for these days as unpaid leave.

Twelve month employees are also eligible to access this leave. Twelve month employees may apply for up to two unpaid days to be taken during non-instructional time, provided the employee is not replaced on the days.

Application, in writing, must be made by September 30, 2018. This can be done through the use of the CUPE "Request to be Absent" form by specifying "SULP" in the details section of the form.

Approval of the SULP is subject to system and operational needs of the board and school. Approved leave days may not be cancelled or changed by the board or the employee. Exceptions may be considered with mutual consent. Half day leaves may be approved, subject to the system and operation needs of the board and school.

Employees are advised to not make any travel arrangements, whether it be for this leave or other unpaid leaves, until such time as approval is granted. Since approval is not guaranteed, employees should wait until such time as they receive approval to avoid risking non-refundable deposits.

If you have any questions, please contact me at ext. 492.