

Lloydminster Public School Division



Support Staff Leave and Salary Schedule

Effective September 2009

**LLOYDMINSTER PUBLIC SCHOOL DIVISION
SUPPORT STAFF LEAVE OF ABSENCE POLICY**

SECTION 1 - COMPASSIONATE LEAVE

- 1.1 The Board endorses the principle of granting compassionate leave with pay to an employee in case of serious accidental injury or illness and/or death of a member or members of the employee's immediate family or the immediate family of the employee's spouse, the number of days awarded to be in keeping with the following:
- 1.1.1 For the purpose of this section, immediate family is defined as: spouse, mother, father, sister, brother, son, daughter, grandparent, great-grandparent, mother-in-law, father-in-law, grandchild, sister-in-law, brother-in-law, son-in-law, daughter-in-law, nephew, niece, aunt or uncle.
- 1.1.2 Per year basis, prorated based on FTE
- | | |
|--|--|
| Death of Parent | 5 days with pay. Up to an additional 5 days with pay shall be granted upon request, if required. |
| Death of Sibling or Grandparent | Up to 2 days with pay. Up to an additional 3 days with pay shall be granted upon request, if required. |
| Death of Spouse or Child | Up to 10 days with pay. |
| Death of other family members | Up to 2 days with pay with up to 2 additional days without pay. |
| Acute, life-threatening illness or accident of parent, spouse or child | Up to 2 days with pay with up to 3 additional days with pay, less casual rates. |
| To attend the funeral of a friend or colleague | Up to one day with full pay per year |
- 1.2 The Board may grant up to three days compassionate leave with pay when the employee is named as an honorary or active pallbearer.
- 1.3 The Board may, at its discretion, grant compassionate leave in special instances other than those listed in 1.1 and 1.1.1. The Board may, at its discretion, grant such leave without pay, with full pay or with partial pay.
- 1.4 In a case of compassionate leave where an employee is granted pay less casual rates, the employee's pay will be deducted only if a casual employee is hired to cover the compassionate leave.

SECTION 2 - SPECIAL LEAVE

- 2.1 In applying this section, the number of days of special leave awarded will be granted on a 'per year' basis prorated based on FTE in keeping with the following:
- | | | |
|--------|--|---|
| 2.1.1 | Medical appointments, including optical and dental, for dependent child or spouse, or a dependant child or spouse requiring assistance at home because of physical or psychological infirmity. | Up to three (3) days, per year per child or spouse, with full pay. |
| 2.1.2. | For the care and attention of an aging parent requiring assistance because of physical or psychological infirmity. | Up to one (1) day per year with full pay |
| 2.1.3 | For any or all of the following reasons:
a) convocation of a child or spouse,
b) unavailability of childcare,
c) inability to report to work due to transportation problems or inclement weather. | Up to a maximum of one (1) day per year with full pay for this category. Leave without pay may be granted for periods of absence in excess of one (1) day in total. |
| 2.1.4 | Employee's convocation | Up to one (1) day with pay |
| 2.1.5 | Participation at International level competitions | Up to five (5) days with pay less substitute costs. |
| 2.1.6 | Coaching (non-school) youth teams at provincial sports competitions | Up to one (1) day with pay less substitute costs. |
| 2.1.7 | Participation in Provincial sports competitions | Leave without pay. |
| 2.1.8 | Court appearances in which the employee is a principle | Leave without pay. |
| 2.1.9 | Job interviews | Leave without pay. |
| 2.1.10 | Service as an executor or executrix of an estate | Leave without pay. |
| 2.1.11 | Employees subpoenaed as witness or jurors | Leave with pay less fees paid by the court. |
- 2.2 On a per year basis, pro rated, employees may, subject to authorization based on operational requirements by the supervisor/principal, take up to three (3) days of personal leave per school year with full pay to attend to matters of a personal nature. Leave under this clause must be taken in half or whole day units. Unused leave under this clause is not cumulative year to year. Employees who do not use these days will be paid for them at the prevailing casual rate on a prorated basis in keeping with their contract. Employees shall notify the Superintendent of Administration by the end of the first week in June of each year to request payment. Payment in June will be made in accordance with the schedule for established pay periods.

Note: A day is defined as being of the same length in hours as the employee normally works under his or her contract, and in the case of an employee working under an approved varied hours of work schedule, a day shall mean 8 hours of paid leave.

- 2.3 In a case of special leave where an employee is granted pay less casual rates, the employee's pay will be deducted only if a casual employee is hired to cover the leave.
- 2.4 Employees may apply to the Board in writing for special leave for any reason that they deem to be sufficient. The Board may, at its discretion, grant leave for any day on which the employee is absent from school by reason of family affliction or other cause deemed sufficient by the Board. The Board may, at its discretion, grant such leave without pay, with full pay, or with partial pay.

SECTION 3 MATERNITY/PATERNITY LEAVE/ADOPTION LEAVE

- 3.1 Employees shall be eligible for all parenting leave benefits (including maternity, paternity, and adoption leave) as provided in the Saskatchewan Labor Standards Act, the Unemployment Insurance Act and other applicable legislation as amended from time to time. Leaves in excess of minimum provided in the foregoing may be approved by the Board of Education by mutual agreement with the employee.
- 3.2 Parenting Leave - Fathers of new born children and adoptive parents shall be entitled to two (2) days of leave with full pay. The number of days may be extended at the discretion of the Board, without pay, with full pay, or with partial pay.

SECTION 4 - PERSONAL LEAVE WITHOUT PAY

- 4.1 Staff may access up to five (5) days leave without pay for personal matters. Leave must be approved by the Principal or Supervisor with as much prior notice as possible. Approval is contingent upon the organizational requirements being met in the absence of the staff member.

SECTION 5

- 5.1 Leave shall be made available to staff in accordance with the school year (July 1 – June 30) as defined by the Education Act, (Part 1) (Section 2)1995 in the Province of Saskatchewan.

SECTION 6 – VACATION ENTITLEMENTS

- 6.1 The Lloydminster Public School Division provides vacation leave for 12 month non-teaching employees as per the following schedule:

1-10 years service = 3 weeks
11-17 years service = 4 weeks
18+ years service = 5 weeks

**Support Staff Salary Schedule
Effective September 1, 2009**

* Rate does NOT include Holiday Pay

Administrative Support

	0 (Base)	1	2	3	4	5	6
Accounts Payable Clerk	17.74	19.13	20.45	21.81			
Clerical Facilities/Reception/School*	16.35	17.38	18.45	19.46	19.89	20.48	21.13
Executive Assistant	19.47	21.02	22.54	24.11			
Payroll Clerk	20.64	22.67	24.75	26.89			
Transportation Coordinator*	27.60	28.43	29.26	30.09	30.92	31.74	32.57

Salaried Central Office Staff

Finance Coordinator /Human Resources Coordinator

	0 (Base)	1	2	3	4	5	6
Diploma	53,820	55,435	57,049	58,664	60,278	61,893	63,508
Degree	59,202	60,817	62,431	64,046	65,660	67,275	68,890

Student Records Coordinator

	0 (Base)	1	2	3	4	5	6
	44,671	46,011	47,350	48,691	50,031	51,371	52,710

Information Technology

	0 (Base)	1	2	3	4	5	6
Audio Visual Technician	26.27						
Helpdesk Operator/ Web Designer	21.00	21.85	22.72	23.63	24.57	25.56	
Information Technology Systems Manager	36.82	38.29	39.82	41.42	43.07	44.50	
Library Technician*	16.18	17.74	19.32	20.77			
Network Technician	26.96	28.04	29.16	30.33	31.54	32.80	
School Support Technician	24.90	25.90	26.94	28.01	29.13	30.30	

Head Caretaker Allowances							
\$0.59 PER HR FOR 1ST FTE							
\$0.2277 PER HR FOR 2ND + FTE							
	1ST FTE	2ND +	TOTAL				
BARR COLONY (+0.25)	0.59	0.057	0.65				
BISHOP LLOYD (+1.50)	0.59	0.342	0.93				
LCHS (+5.0)	0.59	1.139	1.73				
ESLD (+1.5)	0.59	0.342	0.93				
JACK KEMP (+2.0)	0.59	0.455	1.05				
QUEEN ELIZABETH (+.25)	0.59	0.057	0.65				
RENDELL PARK (+1.25)	0.59	0.285	0.88				
WINSTON CHURCHILL (+0.75)	0.59	0.171	0.76				
Assistant Head Caretaker Allowances							
\$0.30 PER HR FOR 1st FTE							
\$0.1139 PER HR FOR 2ND + FTE							
	1ST FTE	2ND +	TOTAL				
LCHS (+3.0)	0.30	0.342	0.64				