



Lord Selkirk School Division  
Reference Chart for Leave Requests – TEACHERS

Leave Type	Description	Advance Notice
Division/LSTA PD Joint Fund	Division/LSTA Joint PD Fund	5 days
Division PD Teacher Supt. Approved	Admin Leadership	3 days
	Divisional Focus Supt	3 days
	Part Time Teacher	3 days
Division Led PD	Mentorship	3 days
	Read Recovery/Observation	3 days
	School Plans	3 days
	Student Services Centre	3 days
	Low Arousal Training	3 days
	First Aid Training	3 days
Special Leave (Jury,Exam,Grad,Other)	Jury Duty	3 days
	Supt Approved	3 days
	Adoptive/Parental Leave	3 days
	Floater Teacher	3 days
	Mark Provincial Exams	3 days
	Meetings outside Division	3 days
	Reading Apprenticeship	3 days
School/Division Events or Meetings	Divisional Sport Events	3 days
	Intake Meeting	3 days
	Division Music/Dance Events	3 days
	Physed Events (Approval Req'd)	3 days
	School Sports	3 days
	Special Needs	3 days
	Workplace Safety/Health Meeting	3 days
Acting Admin	Acting Admin	3 days
Graduation/Exam Leave	Convocation/Teacher Exams	10 days

Leave Type	Description	Advance Notice
Committee/Grant	AAA Grant	3 days
	Early Development Instrument	3 days
	School Enrichment	3 days
	ESD	3 days
	Healthy Schools	3 days
	French Grant	3 days
	BSSAP	3 days
	Numeracy Grant	3 days
	EAL/LAL Program 1390	3 days
	FSL Revitalization Grant	3 days
Extra Curricular - PROVIDE HOURS SUMMARY FORM FIRST	Extra Curricular Leave Use	5 days
Billing Third Party	Invoice to LSTA	3 days
	Invoice to MTS	3 days
	Invoice to Other	3 days
Billing MTS-MB Teacher Society	Invoice to Province	3 days
Personal Leave (With Pay)	Personal Leave	5 days
Short Term Leave of Absence	Leave Without Pay	5 days
***For Long Term Leaves (5+days) please submit letter to Board Office		
Bereavement Leave	Bereavement Leave	No minimum
Illness/Medical Appointment	Self Sick	No minimum
Religious Day	Religious Leave	Due: Sept 30 <sup>th</sup>
Field Trips and Student Travel	Band Camp	3 days
	Field Trip	3 days
	Biolab Field Trips	3 days
	Extended Field Trips	3 days

\*\*\* Last update 07/13/2020\*\*\* This document is available in Employee Connect under the "Forms" tab

\*\*Workshop registration deadline is one (1) week prior to the Workshop date\*\*