

UPPER GRAND DISTRICT SCHOOL BOARD
UAD form effective February 1 2016
(Unpaid Absence Day for Secondary Teachers)
Please review contents of the box below before completing this form

- Do not complete this form for a 411 absence.
- Teachers must record their UAD absences in SmartFind using code 37.
- Teachers may take up to five (5) unpaid days of absence in each year of the Collective Agreement.
- Teacher requests for unpaid days shall not be denied subject to reasonable school and system requirements (ie Total contract teacher absences that do not exceed fifteen (15) to twenty (20) percent of contract teachers per site shall be deemed reasonable).
- Requests for UAD will be considered in order of receipt by the Principal/Vice-Principal.
- Teachers will be asked to submit their requests for UAD to the administrator/supervisor three weeks prior to the date requested where possible. It may be more difficult to accommodate requests provided less than three weeks in advance due to system and school requirements.
- **Requests for UAD will not normally include the one (1) week period following the start of each semester, PA days, the week prior to the start of exams and during the exam period, or the weeks surrounding March break.**
- Teachers will be required to prepare lessons for each of their classes and other regular teaching duties including but not limited to preparation of report cards and exams, etc.
- Requests for UAD must be for the employees' full regular working day. The salary deduction will occur in the appropriate pay period duration dates.

Date: _____

Employee Name: _____

Site Location: _____

Position: _____

I am requesting to be absent for work on the following day(s): _____

Employee HRIS #

Employee Signature

PRINCIPAL OR VICE-PRINCIPAL TO COMPLETE:

Criteria in bullet 4 above has been verified and this site is able to accommodate this request. Yes [] No []
 If "No" please explain _____

Replacement required ___yes ___no # of Replacement days needed _____

 Principal or Vice Principal Signature

HUMAN RESOURCES DEPARTMENT ONLY:

- You are given permission to be absent **WITH** loss of salary.
- This request is denied.

Reason for Denial: [] Restricted Periods

[] Does not meet reasonable system and school requirements

 Date

 Signature

Please keep a copy of request for your records

Once processed the form will be scanned to the appropriate Principal & Employee

The personal information collected for this form is authorized by the Board's UAD agreement. The information will be kept confidential and users will be the Principal, Vice-Principal, Superintendent of Human Resources, Executive Officer of H/R and H/R Administrative staff. Record retention of this document will be for a period of 7 years, after which time it will be shredded.

February 1 2016