



Policy 101

DISCRETIONARY DAY POLICY

Approved Date: April 2020

Revised Date: February 2025

A discretionary day may be authorized annually by the School Council. It allows eligible employees to use one (1) sick day as a paid discretionary leave day. The School Council will carefully consider factors such as budget and availability of substitute staff when deciding whether to authorize discretionary leave for a given school year.

Discretionary leave:

- Is preplanned
- Has no cash value
- Cannot be rolled over into another school year
- Cannot be used to extend Christmas, Spring, or Summer breaks

Employee eligibility

To be eligible for a discretionary day, an employee must:

<i>Support Staff</i>	<i>Teachers</i>
<ul style="list-style-type: none">• Work 20 hours or greater each week OR• Work part time for more than five (5) months per school year in a continuous assignment	<ul style="list-style-type: none">• Work 0.5 FTE or greater OR• Work part-time for more than 5 (5) months per school year in a continuous assignment

For all staff, limited duration assignments of less than 5 months are not eligible.

Requests for one (1) discretionary day

If the School Council has authorized a discretionary day for that school year, the process to request discretionary leave is:

- 1) The request must be submitted to the principal prior to the requested leave day.
- 2) A Leave of Absence Form must be completed.
- 3) The principal will review the availability of TOCs, etc. when considering whether the request may be approved.

Reference

Please also see the following for additional information:

- CISPG Policy 455 – Support Staff: Leaves of Absence
- CISPG Policy 454 – Support Staff: Substitutes
- CISPG Support Staff Employment Plan – Clause 8: Leaves
- CISPG Policy 439 – Teachers: Replacements On Call
- CISPG Teacher Employment Plan – Section 7: Leaves