Vancouver Elementary and Adult Educators' Society

410 2238 Yukon St, Vancouver, BC, V5Y 3P2   Phone: 604 873-8378

VEAES Union Leave of Absence Form

This form is available for online completion on the VEAES website.
Please download, save and email completed application to: hitomi@veaes.ca

Please read the following clarifications before submitting*
- All union leaves must have been requested or approved prior to being taken
- The VEAES mentorship leaves are a separate account and cannot be claimed with this form
- If your absence was filled by another teacher and resulted in loss of service to students, complete this form and access the funds to restore lost service through the school flex fund
- BCTF leave requests are coordinated between the BCTF and VSB
- Health and Safety chair ½ day leave has been discontinued
- Request a TOC through SFE using Code 141
- VEAES pays the VBE for the TOC cost. If a TOC is not available a Credit Note is issued by VBE to the school principal, VEAES member, VTF Representative, VEAES and VSB Accounting, and your school Flex Account will be credited. The school can use their Credit at the discretion of the Staff Committee.
- SR Union Prep Time WILL NOT BE PROVIDED in months where VEAES has scheduled training workshops for staff representatives. (October/February/May)

Name of Member _____

School _____ *Please put "TTOC" if the leave is for a day that you are a TTOC

Actual date of leave _____

✓ Tick applicable box   ☐ AM only   ☐ PM only   ☐ Full day

Reason for leave   *Please tick or fill out the reason of your leave below

☐ ½ Day Staff Rep Union leave for month_____

☐ ½ Day Staff Rep Union leave combining months of _____ & _____

☐ School Union Rep Training (SURT) *There is SURT registration form.

☐ I am a Committee member
☐ I am an AE teacher
☐ Other _____

    ☐ Local Bargaining
    ☐ Executive Committee
    ☐ Executive Committee project_____
    ☐ Grievance Committee project
    ☐ Political Action Committee project
    ☐ Grievance Committee
    ☐ BCTF release or ☐ VSB release *Workshop or Committee related etc

☐ Was this absence filled by a TTOC?