



DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
EMPLOYEE RELATIONS DEPARTMENT

40 Matheson Boulevard West, Mississauga, Ontario L5R 1C5 • Phone (905) 890-0708 ext. 24249 • Fax (905) 890-9444

MEMORANDUM

TO: Elementary School Principals & Vice-Principals
Secondary School Principals & Vice-Principals
General Managers and Managers
Supervisors
Tina DiVona, President, CUPE 2026

COPY: Executive Council
Supervisory Officers
Head Secretaries

FROM: Joseph Geiser
Superintendent of Employee Relations

DATE: May 20, 2011

RE: **Three Days Time Off for CUPE 2026 Members – 2011/2012**

The Collective Agreement with CUPE 2026 provides all CUPE 2026 members with an additional three days during the coming school year. The Collective Agreement also requires that the Superintendent of Employee Relations identify these days for each year of the Collective Agreement.

Please note that Executive Council has approved the scheduling of these three days time off for each group of CUPE 2026 members as follows for the 2011/2012 school year:

Non-School Twelve (12) month employees:

- *Time to be scheduled during the Christmas Break*

Non-School and Continuing Education Ten (10) Month Employees:

- *To be determined by the Superintendent/Manager/Principal in discussion with the individual CUPE 2026 member. The dates are to be scheduled so as not to conflict with the Corporate and Instructional calendars and are not to be scheduled during a lay-off. The first date must be taken by **November 30, 2011**, the second date by **March 31, 2012** and the third date by **June 30, 2012**. This has been the expectation and practice for the past four school years.*

School Ten (10) Month Elementary

- *During the 2011/2012 school year, the 10 month elementary school CUPE 2026 members will take their three days off as follows – **two of the days are to be taken on the Evaluation of Pupil Progress & Report Card Preparation Days scheduled for Monday, January 16, 2012 and Monday, June 11, 2012**, and the remaining one day is to be taken, by mutual consent with the Principal, either on **Friday, November***

18, 2011 (Professional Activity Day - Provincial Priorities and Faith Development) or on a predetermined Instructional Day prior to November 30, 2011.

**Please note – these expectations also apply to CUPE 2026 members at St. Sofia School.*

School Ten (10) Month Secondary

- *During the 2011/2012 school year, the 10 month secondary school CUPE 2026 members will take their three days off as follows – **two of the days are to be determined by the school Principal in discussion with the individual CUPE 2026 member to occur during each set of examination dates (one day per semester) as identified on the school year calendar (Semester One – one of January 25, 26, 27, 30, or 31, 2012; Semester Two – one of June 19, 20, 21, 22 or 25, 2012 - see attached). The remaining one day is to be taken, by mutual consent with the Principal, on a predetermined Instructional Day.***

Please note – these expectations also apply to CUPE 2026 members at **Holy Name of Mary S.S.*

As per the Collective Agreement, the three days have no monetary value, cannot be carried over from year to year and must be taken during the times specified above. In addition, there are no budgetary provisions for secretaries to be replaced during any of the three days off.

Please Note - When one of the three days off occurs on a day that the Employee has reported as a sick day then, on the request of the Employee in writing to the Superintendent of Human Resources/Designate, the Employee will have a day credited to his/her sick leave bank.

Please feel free to contact me directly should you have any questions about this matter.

Thank you.

JG:ed