



Special Leave

From the Local Agreement 2026-2028

All teachers working full-time are entitled to a maximum of EIGHT special leave days per school year. If you are working part-time, the number of days listed below is pro-rated to the % of your contract. i.e. 60% contract = 4.8 special leave days.

For this article, “child” and “children” include “stepchild” and “stepchildren”.

Leave or event	Entitlement	Key conditions and definitions
Death in the immediate family	Up to 7 consecutive days, whether workdays or not	<ul style="list-style-type: none">· Parents, parents-in-law, siblings, siblings-in-law, children, children-in-law, spouse, grandparents, grandchildren, and anyone domiciled in the teacher's home at the time of death.· The leave may start on the date of death or be scheduled to include the commemorative service, at the teacher's option.· If the teacher's workday has already ended when the death occurs, the leave starts on the next day.· If leave starts on the date of death, 1 day may be retained for a later commemorative service.· If leave starts later and excludes the date of death, no day may be deferred or retained.· A teacher is not eligible while not actively working during summer break.· If the death occurs within 7 days of the scheduled July or August return date, a pro-rated bereavement leave applies.· When an immediate family member is receiving end-of-life care and medical assistance in dying as defined by Quebec law, leave may begin the day before the death. The teacher must notify the Board in writing as soon as possible.· For bereavement related travel of more than 240 kms: 1 additional day.· For bereavement related travel of more than 480 kms: 2 additional days.· Supporting documentation is required.
Death in the extended family	1 workday	<ul style="list-style-type: none">· Extended family means an aunt, uncle, niece, or nephew.

Christening, baptism, or birth	Day of the event	<ul style="list-style-type: none"> · Applies to the teacher's child or grandchild.
Marriage or civil union of a family member	1 workday	<ul style="list-style-type: none"> · Applies to the teacher's father, mother, brother, sister, child, or grandchild.
University graduation	Day of the event; maximum 1 day per year	<ul style="list-style-type: none"> · Applies to the teacher, the teacher's spouse, or the teacher's child or children.
Teacher's marriage or civil union	Up to 7 consecutive days, whether workdays or not	<ul style="list-style-type: none"> · The period must include the day of the wedding or civil union. · The absence must not immediately precede or extend the summer vacation period.
Unavoidable circumstance	Up to 2 workdays per year	<ul style="list-style-type: none"> · Covers an event such as a disaster, fire, flood, or snowstorm that requires the teacher to miss work. · A validation form will be available.
Religious vocation ceremony	Day of the event	<ul style="list-style-type: none"> · Applies when the teacher's child, brother, or sister takes the habit, is ordained, or takes perpetual vows.
Change of residence	1 workday	<ul style="list-style-type: none"> · Available for a move or change of residence.
Serious illness	Up to 2 days per year	<ul style="list-style-type: none"> · Applies to the serious illness of a spouse, child, parent, or person domiciled in the teacher's home. · Serious illness shall be defined as serious chronic illness, or hospitalization, or sudden or short-term serious medical condition. · The Board may request supporting documentation. · A validation form will be available. · Routine dental or orthodontic appointments, eye examinations, and medical checkups are not normally included. · The Board may review exceptions at its discretion.
Personal business (includes PLA, personal medical appointment, and personal observance/solemn observation) Terminology note: <i>"Personal observance" or "solemn obligation" replaces the expression "religious holiday."</i>	Up to 4 days per year; 1 must be at no cost to the Board Full-day or half-day increments	<ul style="list-style-type: none"> · Prior approval from the school administration is required. The request must normally be submitted at least one workday in advance. · Days are not normally consecutive unless the administration approves. · They may not be taken on the first scheduled workday of the school year. · No supporting documentation is required. · Days for personal observation or solemn obligation are automatically approved if sufficient days remain. · No additional approval, discretion, or conditions apply.
Exceptional circumstances	Human Resources approval	<ul style="list-style-type: none"> · Human Resources alone may approve additional leave requests based on exceptional circumstances. Please contact the MTA for more information.

Other Types of Special Leave

From the Provincial Entente and CNESST Labour Standards (Normes du Travail)

Leave or event	Entitlement	Key conditions and definitions
Sitting for official exams	As needed	<ul style="list-style-type: none">• Must be in an educational institution recognized by the Ministère
Jury duty or witness	As required	<ul style="list-style-type: none">• Must provide documentation.
Quarantine (ordered by health dept.)	As required	<ul style="list-style-type: none">• Applies if someone in the dwelling has a contagious disease.
Medical exam at board request	As required	<ul style="list-style-type: none">• The board pays for the examination fee.
Family obligations (health/education of child or dependent)	Up to 10 days per year (can be used as half-days)	<ul style="list-style-type: none">• Unpaid leave• Requires employer's permission• Must provide documentation• All sick days must be used first
Medical visit related to pregnancy	Up to 5 days per pregnancy (can be used as half-days)	<ul style="list-style-type: none">• Must provide proof from a doctor or midwife.• No loss of salary

For Hourly-Paid Teachers in Adult Education and Vocational Training

From CNESST Labour Standards

These leaves are calculated per calendar year.

Leave or event	Entitlement	Key conditions and definitions
Illness (employee)	2 days with pay	<ul style="list-style-type: none">• Can be used for absences related to family responsibilities.
Marriage or civil union (employee)	1 day with pay	<ul style="list-style-type: none">• Day of the event
Marriage or civil union of close family member	1 day unpaid	<ul style="list-style-type: none">• Includes child, sibling and parent.
Birth/Adoption of child	5 days (2 with pay, and 3 days unpaid)	<ul style="list-style-type: none">• Must be taken within 15 days of event; not necessarily consecutive.

Family obligations <i>(health/education of child or dependent)</i>	Up to 10 days per year (can be used as half-days or full days)	<ul style="list-style-type: none"> · Unpaid leave · Requires employer's permission · Must provide documentation
Death (close family)	5 days (2 days with pay, and 3 days unpaid)	<ul style="list-style-type: none"> · Can be used for spouse, child, parent, and sibling.
Death (extended family)	1 day unpaid	<ul style="list-style-type: none"> · Can be used for In-laws, grandchild, grandparent.