

## **Non-Instructional Days (aka Professional Development Days) “Must Members Attend?”**

It has come to the Union’s attention that some Supervisors are advising members that attendance at School District events that are being hosted on Non-Instructional days are mandatory; this is absolutely not the case. The Union brought this to the attention of our Employer and we have been assured that members requesting time off on a Non-Instructional day, also known as a Professional Development day will be permitted, as attendance on these days has always been and will continue to be a choice; with one exception in so far as it relates to EA’s working on EA On-Call Binders.

The Non-Instructional days for the 2023-2024 school year are as follows:

- ➔ October 6, 2023
- ➔ October 20, 2023
- ➔ November 10, 2023
- ➔ November 24, 2023
- ➔ January 26, 2024
- ➔ February 16, 2024
- ➔ April 26, 2024

Depending on your employment status, 10-month vs 12-month, members have always had the ability to book such days off with pay by using their, Vacation Time (AV), Compensatory Time (aka CTT from O.T. bank), or Sick Leave Gratuity (SLG). Our 10-month members will often have to take the day-off without pay when they are faced with childcare issues or if they are trying to plan time away with family/friend or for appointments as these are the only days in which the district will permit them to book a leave without pay. This practice has NOT changed, members need to advise their supervisors in advance when it comes to entering a leave into the system and members are not required to provide detailed plans for which they will be engaging in on these days, taking the day for personal reasons should suffice. Members that are being interrogated as to the need for time off or members who are denied their request for time off, are asked to bring this to the Union’s attention so that we can address it with our Employer.

We can also never predict when illness will strike so should members find themselves unwell or have pre-scheduled medical appointments on these Non-Instructional days the use of your sick time is absolutely acceptable. A sudden loss of a family member or friend would also see a member required to use either mourner’s or bereavement leave and this too should not be denied. Eligible members also have two annual unpaid Discretionary Days, which they can take as well.

Casual members have typically not been compensated for attending Non-Instructional Days (Professional Development Days), but there are instances where exceptions may be made, if you are unsure, please reach out to a shop steward and they will be more than happy to provide you with an answer.

With all that being said the Union always encourages members to seriously consider attending Professional Development sessions as they are often directly related to the work we do as support staff in the District and not only enrich our work life but can often find positive impacts on our personal lives as well. Please keep in mind the Union has very little, if any influence over the content of these sessions with the exception of the CUPE 411 Professional Development Day that will be taking place on April 26, 2024. We are encouraging members to provide the Union with suggestions for workshops, as well as outdoor activities and keynote speaker ideas. We have five (5) very diverse departments (Assistants, Clerical, Custodial, Maintenance and Transportation) and it is important to the Union that we have offerings that are of interest to everyone. Please feel free to email [unionoffice@cupe411.ca](mailto:unionoffice@cupe411.ca) on or before January 31, 2024 so that we have time to make inquiries and can plan accordingly.

*In Solidarity,*

**CUPE 411**