

A&S Voluntary Scheduled Unpaid Leave Plan (SULP)

Job Code: 1234369
Ottawa-Carleton District School Board

Closing Date: Mar 18, 2016 11:30 PM EDT

Posted on: Mar 04, 2016

Job: Full Time
Type: Part Time

School:
All Schools
Ottawa, K2H6L3

Start Dates:
End Dates:
Salary:

Openings:

Description & Requirements

This posting is open to A&S employees in ESP, PSSP, PSSU, SSP bargaining groups only.

What is the Voluntary SULP?

School boards were required to designate specific days available for SULP. Interested Administrative and Support employees, represented by OSSTF (ESP, PSSP, PSSU, SSP), have the option to voluntarily apply for up to two of these unpaid leave days in each of the 2015-2016 and 2016-2017 school years.

Designated Days

The following days have been designated where interested ESP, PSSP, PSSU, and SSP employees may apply for up to two of the scheduled unpaid leave of absence without pay days.

Employee Groups (ESP, PSSP, PSSU, SSP)	Designated Days - up to 2 (No other days can be taken for SULP)	Application Date (submit absence)
10 month employees working in Elementary Schools	Friday, April 15, 2016 Friday, June 10, 2016	Friday, March 18, 2016
10 month employees working in Secondary Schools	Wednesday, June 29, 2016 Thursday, June 30, 2016	Friday, March 18, 2016
10.5 month, 11 month, 12 month employees	Monday, March 14 – Friday, March 18, 2016 Wednesday, June 29, 2016 Thursday, June 30, 2016 Monday, July 4 – Friday, July 29, 2016 Tuesday, August 2 – Wed. August 31, 2016	Thursday, March 10, 2016 Friday, March 18, 2016

Note: Designated days for the 2016/2017 school year will be announced in the future with an application date no later than September 30, 2016.

Application Process

Interested ESP, PSSP, PSSU and SSP employees must make application to this posting (1234369) on or before Friday, March 18, 2016 by answering the mandatory questions before clicking apply. Note: For 10.5, 11 and 12 month employees who are requesting Sulp during the March break, there is an earlier deadline to apply of Thursday, March 10, 2016.

Approval Process

The Human Resources Officer (Operations) will co-ordinate the approval process with your Principal/Supervisor/Manager and will email you as to the status of your request (approved/denied). Approval of the Sulp is subject to system and operational needs of the OCDSB and the school. Approved leave days may not be cancelled or changed by the school or the employee. Exceptions may be considered with mutual consent. HR will ensure that the employee's approved Sulp days are entered into the absence system.

Deduction of Pay

Human Resources will ensure that the employee's approved Sulp leave day(s) are provided to Payroll for deducting the day(s) earnings and remitting pension contributions. Every effort will be made to reflect deductions on the applicable pay or subsequent pay in which the Sulp leave is taken.

Is Sulp Pensionable?

For employees enrolled in the OMERS pension, Payroll staff will automatically deduct the employee/employer portion of the pension premiums for the unpaid days and will remit them to OMERS.

For employees enrolled in TPP pension, Payroll staff will deduct the employee/employer portion of the pension premiums for the unpaid days unless the employee indicates in the question within this posting that s/he does not want to contributions to be made. Note: At the time of publishing this posting, the Ministry of Education was seeking an agreement with the Ontario Teachers' Federation (OTF) to amend the Ontario Teachers' Pension Plan (OTPP) to allow for this.

Jennifer Baldelli, Human Resource Officer (Operations Specialist)

Job Posting Related Questions

The following questions have to be answered in order to proceed with your application:

I understand that application for a Scheduled Unpaid Leave of Absence without Pay is voluntary on my part and subject to approval based on operational requirements.	<input type="radio"/> No <input type="radio"/> Yes
I understand that I can take a Sulp day even if I have remaining vacation days available.	<input type="radio"/> No <input type="radio"/> Yes
Please indicate your employee group (e.g. 12 month ESP, 10 month SSP, 10 month PSSP).	
Please indicate the one day or two days you are requesting to take an unpaid leave (as per the chart within this advertisement). Be sure to indicate whether you are requesting a full day or a half day (e.g. 50% p.m. on Thursday, June 30th).	<input type="radio"/> No <input type="radio"/> Yes
For employees paying into the Teacher's Pension Plan, please confirm whether or not you wish to have the Sulp day(s) you are requesting as pensionable. If you indicate "no", your contributions will not be deducted and the employer will not match the premium. For Employees paying into OMERS, there is no response required as pension premiums must be deducted.	<input type="radio"/> No <input type="radio"/> Yes
If you have any further questions regarding this posting, please indicate it here and HR will respond to you.	