**CUPE SURVEY ON SHORT-TERM LEAVE, VACATION AND**

**OTHER LEAVE APPROVALS FOR EDUCATION WORKERS**

**Your Name:**

**Your CUPE Local:**

**Name of Center for Education:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**School Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

****We have heard from CUPE Education members that there are issues around retention of spares, and recruitment into the Sector. We have heard **you are experiencing difficulties getting approval for leave**. And, even if you get approval, the employer is not backfilling your position. The Nova Scotia School Board Council of Unions (NSSBCU) wants to help improve this situation for you.

In order to help us do this, we are asking members to please fill out this survey. It will take approximately 5 minutes of your time.

All individual responses will be kept **CONFIDENTIAL** and **WILL NOT be shared** with the employer or anyother union members. **Only the final data will be used to form a potential campaign to help with these issues.** Only one response is permitted per member.

**Please note that this survey must be filled out on your own time, not during work time.**

All questions in this survey are optional, and responsesare confidential. We encourage members to respondto all questions to enable us to support members’needs.

Some survey questions are included so that wecan gain a better understanding of the demographicsof our membership, their needs, and be able to respondto human rights obligations.

This survey requests CUPE local numbers and Education Center information so that we can compile results districtby district and identify regional concerns. It is veryimportant that we have this information so that wecan be responsive to our members’ needs and provideeach local with their members’ survey results.

1. What is your gender? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. What is your age?

* 24 or younger
* 25-34
* 35-44
* 45-54
* 55-64
* 65 and over

3. Which of the following general classificationsmost accurately describes yourcurrent job?

* ****Education assistant or related area (i.e. TA, EAP, ECE)
* Clerical, administrative support orrelated area
* Custodial or related area
* Trades
* IT and Tech-related
* Bus driver
* Supervision aide
* Cafeteria staff
* Maintenance
* Other *(please indicate)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Do you work at more than one location?

* Yes
* No

5. How many months do you work?

* ****10 months
* 12 months

6. Do you work:

* Permanent Full-Time
* Permanent Part-Time
* Temporary Full-Time
	+ Temporary Part-Time
	+ Spare/Casual/Call in
	+ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. On average, how many hours a week do you work?

* less than 10
* 20 - 29
* 30 – 39
* 10 - 19
* 40 and more
* Weekly hours fluctuate

8. How long have you worked as a CUPE school board support staff?

* 1 year or less
* More than 1 year and less than 5 years
* More than 5 years and up to 10 years
* More than 10 years and up to 15 years
* More than 15 years and up to 20 years
* More than 20 years

9. Does your employer have a policy or established practice of not replacing people on short-term leaves, including sick days (e.g. sick days, medical appointments, union leave?)

* Yes
* No
* Don’t know

10. How many times have you applied for short-term leave (e.g. sick days, vacation, unpaid leave, medical appointments, union leave) in the period September 1, 2018 – December 31, 2018? \_\_\_\_\_\_

11. In the same period, how many times were you approved for short-term leave? \_\_\_\_\_\_\_

12. In the same period, how many times were you denied short-term leave? \_\_\_\_\_\_\_\_\_\_\_\_

13. What was the reason given to you if you were denied short-term leave?

* Not enough staff
* No replacement
* Not allowed according to Employer’s reading of the contract
* Other reason (please state) \_\_\_\_\_\_\_\_\_\_\_\_

14. Does your employer bring in replacement staff for short-term leaves (e.g. sick time)?

* Usually
* Sometimes
* Rarely
* Often
* Never

15. Are you replaced for your full absence?

* Yes
* No
* Sometimes

16. Looking at question #11 above, how many times out of the times you listed were you replaced while on short-term leave? \_\_\_\_\_\_\_\_\_

17. Have you ever been denied time off work to attend a cultural obligation? (e.g.: Religious holiday)

* Yes
* No
* Not applicable

18. Did you apply for vacation leave in the period September 1, 2018 – December 31, 2018?

* Yes
* No
* Not applicable

19. In the same period, were you approved for vacation leave?

* Yes
* No
* Not applicable

20. In the same period, were you denied vacation leave? \_\_\_\_\_\_\_

* Yes
* No
* Not applicable

21. What was the reason was given to you if you were denied vacation leave?

* Not enough staff
* No replacement
* Out of approved vacation period
* Not allowed according to Employer’s reading of the contract
* Other reason (please state) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

22. Does your employer bring in replacement staff for vacation leaves?

* Usually
* Sometimes
* Rarely
* Often
* Never

23. Are you replaced for your full absence?

* Yes
* No
* Sometimes

24. Do you have any other comments or information you would like to share with us about the issue of accessing your ability to get short term leave, or suggestions which may help with the recruitment and retention of Spares?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Additional Survey Questions for Casual/Spare Employees Only:**

25. If you are a casual/Spare employee, how many days a week are you available to work?

* 5 days
* 4 days
* 3 days
* 2 or less days

26. If you are a casual employee, how many days were you called in to work in your last full week of work?

* 5 days
* 4 days
* 3 days
* 2 days
* 1 day

27. Thinking of the period from September 1, 2018 – December 31, 2018, how many days a week were you called in on average? \_\_\_\_\_\_\_\_\_

**Please return the completed survey by April 1st, 2019 to your CUPE Union Steward or Local President.**

**Thank you! Your participation is valued and appreciated.**

**GR/js**

**cope491**

