

Ministry of EducationEducation Labour and Finance
Division315 Front Street West
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Toronto ON M7A 0B8**Ministère de l'Éducation**Division des relations de travail et du
financement en matière d'éducation315, rue Front Ouest
12^e étage
Toronto (Ontario) M7A 0B8**2024: SB18**

MEMORANDUM TO: Senior Business Officials

FROM: Romina Di Pasquale
Director
Enrolment, Funding & Labour Policy

DATE: **September 4, 2024**

SUBJECT: Continuation of the Staffing Sick Leave Data Project

I am writing to provide district school boards (school boards) with information on the continuation of the staffing sick leave data analysis project in the education sector.

The ministry is continuing to work with the School Boards' Co-operative Incorporated (SBCI) to collect and analyze sick leave data for the 2023-24 to 2024-25 school years to build on the previous years' sick leave data collection to better understand sick leave trends across the province and support the work at the Provincial Task Force on Sick Leave. Since SBCI already provides this service for over 60 school boards, this information will be leveraged to minimize the sector's workload.

As part of the ministry's ongoing commitment to ensuring transparency and strengthening accountability in the education sector, the ministry may consider including staff sick leave data in the School Board Financial Transparency Tool, announced in April 2024. Consequently, starting with the 2023-24 sick leave data, the ministry is requiring all school boards to participate in the sick leave data project.

Similar to past years, for school boards participating with SBCI on the sick leave data project, an authorization form (attached) is being provided to release the sick leave data to the ministry. All school boards should have received communication from SBCI in June 2024 with the details on their data collection process, including instructions and timelines. SBCI's deadline for collecting the 2023-24 sick leave data is **September 20, 2024**.

School boards that do not wish to participate in the sick leave data project with SBCI shall provide validated sick leave data directly to the ministry. School boards should notify the ministry of their intention not to participate with SBCI so that they can receive the necessary templates with instructions to complete the data collection. The deadline for submitting 2023-24 sick leave data directly to the ministry is **February 28, 2025**.

School boards should complete and return the authorization form or provide notice that they do not wish to share their sick leave data with SBCI, to edudataproject@sbc.org and to Jeff.Stewart4@ontario.ca by **October 11, 2024** along with the specific school board contact name and email address for this project.

If a school board does not submit its sick leave data by the due dates, the ministry may reduce its regular cash flow by 50%. Upon submission of the sick leave data report, the ministry will revert to the normal monthly payment process and will include in the monthly payment the total amount withheld up to that point.

Should your school board have difficulty meeting the timelines, we urge you to contact the ministry or SBCI with your concerns and extension request, to ensure the successful completion of this project.

We thank you in advance for your cooperation.

Sincerely,

Original signed by

Romina Di Pasquale
Director
Enrolment, Funding & Labour Policy

Cc. Andrew Davis, Assistant Deputy Minister, Education Labour and Finance Division
Doreen Lamarche, Executive Director, Education Finance Office
Directors of Education
Ontario Public School Boards' Association
Ontario Catholic School Trustees' Association
Association franco-ontarienne des conseils scolaires catholiques
Association des conseils scolaires des écoles publiques de l'Ontario
School Boards' Co-operative Incorporated

Attachment: Authorization Release Form