

## **LEAVES OF ABSENCE**

### **Background**

The Division recognizes the need to provide for personal leave without pay in unusual and exceptional circumstances. The Director may also, at his/her discretion, grant paid leave of absence for periods of time and for reasons other than those detailed in the local collective bargaining agreement.

### **Procedures**

1. A short term leave of absence shall be any leave that is for a duration of 5 days or less. Short term leaves of absence under this administrative procedure will not normally be granted more than once during any three year period.
2. A long term leave of absence shall be any leave that is for a duration of greater than 5 days. Long term leaves of absence under this administrative procedure will not normally be granted more than once during any four-year period.
3. Further to clause 1 and 2, exceptions will be made for those employees who require a leave of absence for agricultural purposes where they have a direct interest in the operation of the farm.
4. When an application for an unpaid leave of absence is contemplated the staff member must inform their immediate supervisor.
5. For short term requests, written application must be made to the Superintendent or Department Manager outlining reasons for the request and giving as much notice as possible. Application must be made using Form 415-2 *Request for Leave of Absence* or Form 403-2 *Request for Leave of Absence: Transportation*
6. For long term requests, written application must be made to the Director outlining reasons for the request and giving as much notice as possible. Application must be made using Form 415-2 *Request for Leave of Absence*, Form 403-2 *Request for Leave of Absence: Transportation* or by writing a letter outlining the details of the request.
7. The practice of requesting leave without pay to extend a vacation or a school break is not encouraged. Requests for unpaid leave of absence immediately prior to and immediately following school holidays and vacations will only be granted for emergencies and in extraordinary circumstances. If an employee makes a booking for extended vacations prior to receiving formal approval, they run the risk of denial which could result in financial loss if reservations must be cancelled.

8. Decisions regarding granting of leaves without pay shall be made by the Director, Superintendent or Department Manager after considering the reasons for the request, the endorsement of the principal or supervisor, the availability of a suitable replacement, and the provisions made to continue the educational program for the students.
9. The Director, Superintendent or Department Manager shall inform the staff member of his/her decision.
10. Employees who have been granted a long-term leave for a complete school year will be considered on leave from the division and not from a specific school or location. While every effort will be made to accommodate placement back in the same school or location, there will be no guarantee.
11. Recipients of unpaid leaves of absence will be responsible for all costs of benefit coverage, if required.
12. During long term leaves without pay, there is no accrual of sick days.
13. While an employee is on a leave of absence, and that employee is directed to attend training or professional development, the employee shall be paid their regular wages. If the employee requests to attend the training or professional development activity, but is not directed by the Director or designate, that employee will not be paid their regular wages.

Legal Reference: Section 85, 87, 108, 109, 175, 231, Education Act  
Forms Manual: Form 415-2; Form 403-2

**Updated: September 22, 2006**  
**April 2, 2007**  
**September 23, 2009**  
**August 1, 2010**  
**November 3, 2010**  
**June 8, 2011**