



AP 408 – LEAVE OF ABSENCE

BACKGROUND

The Director will grant leave of absence to employees in accordance with legislation, employee agreements, and these administrative procedures.

PROCEDURES

1. Except in the event of extenuating circumstances or as provided under Section 3 below, teachers shall submit requests for short-term leaves of absence to the Superintendent of Human Resources through their immediate supervisor stating the reason and probable duration of the leave.
2. Except in the event of extenuating circumstances, teachers shall limit requests for short-term leaves under Sections 5.3, 5.4, 5.5, 7 and 8 to a maximum of 5 days per year.
3. Principals may grant leave for two days or fewer as provided under Sections 5.1.1 and 6 and up to one day under Section 5.1.2, 5.3 and 5.4. All other leaves require approval in accordance with the procedures contained herein.
4. The teacher will be advised by or through the Principal of the decision with respect to the leave request and of the conditions, including salary deductions, if any, to apply.
5. Short-term leaves of absence without loss of salary may be granted for purposes specified below with the restrictions and limitations as indicated.
 - 5.1. For the purpose of this procedure compassionate leave shall be defined as:

Leave for the purpose of providing time to grieve when the teacher experiences a death or serious illness of a member of an immediate family (spouse, child, parent, grandchild, sibling, in-laws).

 - 5.1.1. To attend at the death or serious illness of a near relative as defined in 5.1 for a period of up to five days.
 - 5.1.2. To attend at the death or serious illness of a person other than specified in Section 5.1.1 above. The duration of such leave should be limited to one day except that under special circumstances additional leave may be granted by the Superintendent of Human Resources.
 - 5.1.3. Compassionate leave under Sections 5.1.1 and 5.1.2 may be granted for up to maximum of five days in each instance of need. Employees asking for additional time will be required to utilize their sick leave allotment or to apply to the Superintendent of Human Resources for leave without salary.
 - 5.2. Absence due to unavoidable circumstances such as impassable roads, or other transportation failures may be excused with a short-term leave granted for one day or more at the discretion of the Superintendent of Human Resources.
 - 5.3. To attend educational meetings such as institutes, conventions, seminars, curriculum committee meetings, school visitations, and short courses. Leave for such meetings should not exceed five days in any school year for any one teacher. For attendance at S.T.F. Special Subject Council meetings, priority shall be given to participants or executive members,



members and others in that order. Leaves granted for more than one day shall be subject to the approval of the Superintendent of Program and Staff Development

5.4. To attend university or school obligations such as examinations or graduation exercises for self, spouse or child. Up to one day may be granted except that in special circumstances the Superintendent of Human Resources may extend this limitation for the purposes of travel.

5.5. Special Circumstances

5.5.1. The Director or the Superintendent of Human Resources may grant short-term leaves with salary as required for special assignments or other reasons not specified in Section 5.1.1 to 5.4 above.

5.5.2. Teachers shall be permitted one working day for their own wedding. The day in question shall be the day of the wedding or the working day immediately prior to or immediately after the wedding. Leave shall be subject to the approval of the Superintendent of Human Resources.

6. Teachers are entitled to three days of leave during the school year, at a deduction equal to 40% of the teacher's daily salary rate for each day's absence, for personal matters not specified in Section 5.1.1 to 5.5.2.

Except in extenuating circumstances, teachers will give not less than 48 hours' notice prior to the absence. The resulting combined absences in a given school on a given day shall not cause significant disruption to the educational program. Extenuating circumstances will be discussed with the Superintendent of Human Resources.

Except in extenuating circumstances, teachers should not request personal days during Teachers' Convention and Teachers' Institute. Travel or vacation regardless of when it was booked will not be considered extenuating circumstances.

7. Short-term leaves of absence with salary deduction equivalent to the cost of a substitute teacher may be granted by the Superintendent of Human Resources for the purposes specified below with the restrictions and limitations as indicated.

In situations where the teacher receives payment for attendance or participation in any of the activities listed below, the teacher must indicate the amount and purpose of any such payment.

7.1. To observe a religious holiday of the teacher's own faith.

7.2. To attend, as an official delegate, executive member or participant, meetings not defined as educational. Such leaves shall be subject to the approval of the Superintendent of Human Resources and leave shall not exceed five days in any school year for any one teacher.

7.3. To participate in cultural or athletic activities in which the applicant occupies a leading role and where the activity could not function effectively without the applicant's attendance. Applicants must be participating at the provincial, national or international level. Such leave shall be subject to the approval of the immediate supervisor and the Superintendent of Human Resources and shall not exceed five days in any school year for any one teacher.

7.4. To attend the wedding of a member of an immediate family. Leave shall normally be limited to one day.

7.5. To attend, as a representative, meetings of service clubs at the provincial, national or international level.



- 7.6. The Superintendent of Human Resources may grant short-term leaves with salary deduction as above for special purposes not specified in 7.1 to 7.5 above.
8. Short-term leaves of absence with full salary deduction for personal business and purposes not included under Section 5 or 7 shall be subject to the approval of the Superintendent of Human Resources.
9. Long-term leave of absence without salary for periods of up to one year may be granted by the Director to teachers who have satisfactorily completed at least two consecutive years of full time employment, or equivalent, subject to the following conditions:
 - 9.1. Applications for leave shall be made through the Superintendent of Human Resources by March 15 of the school year prior to the one for which the application for leave is to apply.
 - 9.2. The appropriate Superintendent shall review all applications for leave and recommend a list of applicants to the Deputy Director. The decision of the Deputy Director shall be final and shall be communicated to the applicants not later than April 1.
 - 9.3. A teacher granted leave will return to the teaching position previously held or to a position as closely similar as possible, unless agreed to by mutual consent.
 - 9.4. Unless the Director has granted permission, a teacher may not work in the employ of another school board in Canada during the leave granted under this regulation. Any teacher who otherwise accepts a contract of employment with another school jurisdiction while on leave from the Division shall be deemed to have terminated employment with the Division.
 - 9.5. For each school year, a maximum percentage of teaching staff who may be granted long-term leave of absence shall be determined by the Director. For the purpose of this paragraph long-term leave of absence shall include any leave of duration equal to or greater than one term or semester and shall include "on loan" arrangements with other educational services, educational leave, deferred salary leave, but shall not include maternity, adoption or sick leave.
10. Employees who seek election to a municipal, provincial or federal government shall upon request to the Division be granted leave of absence in accordance with the provisions in the *Labour Standards Act* or its regulations.
11. Employees who have been elected to a municipal, provincial or federal government shall upon request to the Division, be granted leave of absence in accordance with the provisions in the *Labour Standards Act* or its regulations.
12. Requests for leaves of absence under Sections 10 and 11 shall be made in writing to the Superintendent of Human Resources. Such requests shall identify the length of time for which the leave of absence is required.

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