



AP 408 – LEAVES OF ABSENCE

BACKGROUND

The superintendent of human resources or designate will grant leave of absences to employees in accordance with legislation, employee agreements, and these administrative procedures.

PROCEDURES

1. Approvals of short-term leaves of absences will occur through the principal/supervisor and the superintendent of human resources or designate. All short-term leaves of absence shall be submitted by employees through the automated dispatching system (ADS), stating the reason and duration of absence.
2. Short-term leaves of absence with pay may be granted as defined below or as outlined in the applicable collective agreement.
 - 2.1. Compassionate leave for the purpose of providing time to care or grieve when an employee experiences a death or critical illness of a member of their immediate family (spouse, partner, child, parent, grandchild, sibling, in-laws).
 - 2.1.1. To attend at the death or serious illness of an immediate family member for a period of up to five days.
 - 2.1.2. To attend at the death or serious illness of a person other than specified in Section 2.1 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.
 - 2.1.3. Employees may access additional time away for compassionate reasons accessing applicable leaves in collective agreements or personal leave without salary 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.
 - 2.2. Absence due to unavoidable circumstances such as inclement weather, impassable roads, or circumstances that could not have been foreseen by the employee and requires the immediate attention of the employee may be excused with a short-term leave with, or without pay granted for one day at the discretion of the superintendent of human resources.
 - 2.3. Leaves of absences with pay for up to one day for teachers may be granted to attend university or school obligations such as examinations or graduation exercises for self, spouse or child. In special circumstances the superintendent of human resources may extend this limitation for the purposes of travel.
 - 2.4. Leaves for special circumstances may be granted by the director or the superintendent of human resources for short-term leave with, or without, pay as required for special assignments or other reasons not specified above.
3. Short-term leaves of absence without pay may be granted to an employee for religious or cultural observances of the employee's own faith or culture.



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4. Short-term leaves of absence without pay for personal reasons and purposes not included above shall be subject to the approval of the superintendent of human resources or designate. A maximum of five (5) days per school year may be approved.
5. Long-term leave of absence without pay for periods of up to one (1) year may be granted by the director or designate to teachers, subject to the following conditions:
 - 5.1. Applications for leave shall be made to the superintendent of human resources by March 1 of the school year prior to the one for which the application for leave is to apply, whenever possible.
 - 5.2. An employee granted leave may return to the teaching position previously held or to a position as closely similar as possible.
 - 5.3. 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.
6. Long-term leave of absence without pay for periods of up to one (1) year may be granted by the superintendent of human resources for non-teaching staff.
 - 6.1. Applications for leave shall be made to the superintendent of human resources providing a minimum of four (4) weeks written notice.
7. Employees who seek election to a municipal, provincial, or federal or band council shall upon request to the superintendent of human resources be granted leave of absence without pay.
8. Employees who have been elected to a municipal, provincial or federal or band council shall upon request to the division be granted leave of absence without pay.
9. Requests for leaves of absence under Sections 5, 6, 7 and 8 shall be made in writing to the superintendent of human resources. Such requests shall identify the length of time for which a leave of absence is required and the reason for the leave request.

Reference: Section 85, 87(p) *The Education Act, 1995*
The Saskatchewan Employment Act
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