

## Administrative Procedure 407 - Employee Leaves of Absence

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### Background

From time to time an employee may wish to take a leave of absence from their position with the Division. Leaves of absence will normally not be granted for the purpose of accepting employment outside of the Division.

### Procedures

#### 1 Leaves of Absence

- 1.1 All requests for leaves of absence with pay that are normally allowable per the collective agreement or employee agreement, or personal leaves without pay up to and including five (5) days, shall be submitted through the electronic absence system to their supervisor, and if allowable under the collective agreement shall be approved.
- 1.2 Personal leaves over five (5) days without pay shall be submitted through the electronic absence system to the Assistant Superintendent of Human Services, and the Assistant Superintendent of Human Services may approve such absences where the number of days is up to thirty (30) calendar days. The Assistant Superintendent of Human Services shall consult with the staff supervisor prior to any approval.
- 1.3 For teaching staff or certificated division leaders/principals, requests for leaves without pay greater than thirty (30) days shall be submitted to the Assistant Superintendent of Human Services in writing or by E-mail and would be approved by the Superintendent where authorized.
- 1.4 For support staff, requests for leaves without pay greater than thirty (30) days shall be submitted to the Assistant Superintendent of Human Services in writing or by E-mail and would be approved by the Assistant Superintendent where authorized.
- 1.5 For leaves without pay, the Division's share of cost for benefits may be the responsibility of the employee unless in the circumstances the responsible authorizer has waived this requirement.

2 Requests for leaves of absence for a full school year or for a year (or more) must be submitted in writing or E-mail to the Assistant Superintendent of Human Services and would be approved by the Superintendent where authorized, in consultation with the employee's supervisor. Staff seeking a leave for a full school year shall submit the request by no later than March 31 in the school year prior to the school year in which the leave is to commence.

- 2.1 Leave of absence without pay may normally be granted to a maximum of one year.
- 2.2 Leaves of absence will be from the employ of the Division and not from a specific position.

- 2.3 All employees must ensure that written notification of the intention to return to work is received by the Assistant Superintendent of Human Services within two months of the planned return and in the case of a full school year no later than March 31 of the year of leave. Failure of the employee to provide such notification by the specified date will be considered a resignation by the employee from the Division.
- 3 Employees are to consult their collective agreement or appropriate document to determine how the implications of taking a leave will affect the Division's contribution to their benefit plans.

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Reference: Section 33, 52, 53, 68, 196, 197, 204, 222, 225 Education Act  
Employment Standards Act  
Labour Relations Act  
Section 248L, Canada Tax Act  
Canada Income Tax Regulation 6801  
Collective Agreements

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