

LEAVE OF ABSENCE

Background

The Division recognizes that an employee may require a leave of absence for personal or professional reasons. All leave of absence requests excluding sick leaves shall be considered on an individual basis with consideration to the circumstances of the leave, the impact on student learning, the impact on the school/department and if a suitable replacement can be found.

Procedures

1. Guidelines for a leave of absence are outlined in the Teachers' Collective Agreement or the applicable Employee Handbook.
2. Leave of absence requests shall be made, in writing, to the Assistant Superintendent - Human Resources prior to the leave.
3. An employee shall discuss any leave, as far in advance as possible, with their supervisor.
4. An employee shall not make any arrangements (financial, travel, or otherwise) prior to making the leave request and receiving approval.
5. Leave of absence without pay for 20 or more consecutive working days shall be from the Division and not from the school/department or the position, except for maternity/parental/adoption leave, long term disability or jury duty leave.
6. The number of leave of absences granted at any one time, for reasons other than maternity/parental/adoption, long term disability or jury duty, shall not exceed a maximum limit of five per cent of the Division staff, unless necessitated by extraordinary circumstances and allowed by the Assistant Superintendent - Human Resources, in consultation with the Superintendent.
7. A teacher returning from a leave of absence is subject to the conditions of administrative procedure "*Reduction in Teaching Staff Workforce*".
8. An employee on a leave of absence that extends beyond 90 calendar days must turn in keys and/or fobs in accordance with the following schedule:
 - 8.1 Maternity leave, parental/adoption leave, vocational leave, sabbatical leave or professional improvement leave: on or before the last day prior to the commencement of the leave.
 - 8.2 Sick leave: on or before the 91st calendar day from the commencement of the leave.
9. If fobs are not turned in at the appropriate time, they are to be de-activated by the School Administrator(s) or Supervisor, by contacting the Facilities department.

10. The purpose of returning keys and/or fobs is to place appropriate security access to division facilities.
11. The keys and/or fobs will be returned or re-activated as a part of the return to work plan.
12. The School Administrator(s)/Supervisor must follow administrative procedure on "*Network Account Maintenance*".

Reference: Section 20, 60, 61, 113, School Act

Related APs: Reduction in Teaching Staff Workforce (417)
Maintenance of Network Accounts (525)

Amended: February 2019