

LEAVES OF ABSENCE

Background

When approving staff member requests for leave of absence, the students affected will be the primary consideration.

This procedure is intended to address leaves of absence not covered in the collective agreements or conditions of employment for the Division employees.

Procedures

1. The Superintendent or designate has the authority to approve leaves of absence without pay to staff members who so request under the following circumstances:
 - 1.1 Extension of maternity leave.
 - 1.2 Advanced study leave to pursue university studies or other programs deemed to be of mutual advantage up to a maximum of one year's leave without pay and benefits.
 - 1.3 Special leave of absence without pay may be granted to a staff member insofar as the regular and efficient operations of the system will permit, provided reasonable notice in writing has been given by the applicant to the Superintendent.
2. Written requests for leave as outlined above shall be submitted to the Superintendent.

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

