

406 - EMPLOYEE LEAVES OF ABSENCE

Background

From time to time, an employee may wish to take a leave of absence from his/her position with Wild Rose Public Schools. Approval of such leaves is granted by the Superintendent or designate, subject to the provisions indicated in collective agreements or conditions of employment schedules. Leaves of absence will normally not be granted for the purpose of accepting employment outside of Wild Rose Public Schools.

General Leaves of Absence

1. Certificated Staff

1.1 All requests for leaves of absence with or without pay shall be submitted in writing to the Superintendent prior to the leave being taken. The request for leave **must** include the reasons for the leave stating how it may benefit the staff member and what benefit it may have for the school division. The request must also include the date(s) of the intended leave and be accompanied with written support of the principal.

2. Support Staff

2.1 All requests for leaves of absence without pay for less than 6 days may be granted by the employee's supervisor. The supervisor shall report all approved leaves in writing (via timesheets) to the Education Centre.

2.2 All requests for leaves of absence without pay for 6 days or more, or all requests for leaves of absence with pay, shall be submitted in writing prior to the leave being taken through his/her supervisor to the Secretary-Treasurer. The request for leave **must** include the reasons for the leave stating how it may benefit the staff member and what benefit it may have for the school division. The request must also include the date(s) of the intended leave and be accompanied with written support of the employee's supervisor.

General Procedures

Requests for Leaves of Absence for a **full** school year **must** be submitted in writing through the Supervisor to the Superintendent or designate by **no later than** March 31 in the school year prior to the school year in which the leave is to commence.

Leave of absence without pay may be granted to a maximum of one year.

Leaves of absence will be from the employ of Wild Rose Public Schools and not from a specific position.

All employees must ensure that written notification of their intention to return to work is received by Human Resources Department of Wild Rose Public Schools no later than

March 31 of the year of leave. Failure of the employee to provide such notification on/by the specified date will be considered a resignation by the employee from Wild Rose Public Schools.

Employees should consult their collective agreement or appropriate document to determine how the implications of taking a leave will affect the Board's contribution to their benefit plans.

Reference: Section 60, 61, School Act

Revised: April 27, 2006

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