

# LEAVE OF ABSENCE

## Background

A leave of absence is an authorization for an employee to be absent from work for a definite period of time, granted in advance by the Division in accordance with this administrative procedure.

The School Act and the Collective Agreement between the Board and the Alberta Teachers' Association provide for teacher absenteeism under circumstances relating to illness, pregnancy, compassion, teachers' conventions, etc. The terms of employment for non-teaching staff indicate that they are entitled to leave of absence on the same basis as teaching staff. The Division recognizes that there may be other circumstances under which personnel may be provided a leave of absence and it is the purpose of this procedure to provide for such circumstances.

Leave of absence may be granted to accommodate personal needs of employees in so far as the quality of service provided to students will not be significantly impaired.

## Procedures

1. Leave of absence may be granted:
  - 1.1 In accordance with the provisions of the current Collective Agreement with the Alberta Teachers' Association;
  - 1.2 In accordance with the provisions of the current support staff Terms of Employment;
  - 1.3 For reasons considered important by the employee; and
  - 1.4 To provide for an extended leave beyond two weeks and up to a maximum of one year.
2. The following provisions apply to all short-term leaves:
  - 2.1 Short-term leaves of absence from one to ten days may be granted.
  - 2.2 Short-term leaves not covered by the terms of the Collective Agreement will be granted without pay.
  - 2.3 In the interests of students, absences that would necessitate the cancellation of classes will not be considered.
  - 2.4 Deductions for the costs of replacements made under this section shall in no event exceed the amount of the employee's regular pay that would have been earned if not for the leave of absence. Deductions will be made irrespective of the actual need for replacements.

2. The following provisions apply to extended leaves of absence:
  - 3.1 Extended leave of absence from eleven days to one year may be granted.
  - 3.2 If a leave is extended beyond ten days, it shall be without pay or benefits and without entitlement to the Board contribution to premiums or paid leave of absence as set out in the Collective Agreement between the Board and the Alberta Teachers' Association. Such leave shall not normally be extended beyond one year at a maximum.
  - 3.3 Employees may make arrangements to prepay premiums for applicable benefits.
  - 3.4 Employees granted extended leave terminating at the end of a school year shall give an undertaking in writing by May 1 of his/her intention to return to active employment.
4. Leave for the purpose of taking alternate employment on a temporary or continuing basis will not be approved except where the leave accommodates a required staff downsizing or for the purposes of secondment.
5. Any employee who is denied leave under the terms of this procedure may appeal to the Superintendent.
6. The Associate Superintendent: Instruction will be responsible for the approval of all leaves of absence.
7. Requests for leave of absence shall be forwarded in writing to the Associate Superintendent: Instruction prior to the leave being taken. The written request shall include the written recommendation of the employee's supervisor.
8. Responsibility for recommending approval of leaves will be made by:
  - 8.1 The Principal for all school based staff;
  - 8.2 The Director of Business Services for central office support staff;
  - 8.3 The Director of Plant Facilities for maintenance staff;
  - 8.4 The Director of Transportation for transportation staff;
  - 8.5 The Associate Superintendent: Instruction for Principals and the Directors of Administrative Support, Instruction, Educational Services, and Support Services;
  - 8.6 The Associate Superintendent: Business for the Directors of Business Services, Facilities, and Transportation; and
  - 8.7 The Superintendent for Associate Superintendents.
9. Applications for a leave of absence shall be made in sufficient time to permit the arrangement of substitute services.
10. A copy of each approved leave of absence will be submitted to Payroll.

Reference: Section 60, 61, School Act