

STAFF LEAVE OF ABSENCE

Background

The Division believes that new job experiences offer the potential to provide educators with opportunities for professional growth. Employees of the Division may be granted a leave of absence or a secondment by the Superintendent based on the merits of each individual case presented for consideration. Further, the Division recognizes the right of employees to campaign for and hold political office at the municipal, provincial and federal levels of government and the Superintendent is authorized to grant leaves to employees for these purposes.

The Division believes that it may be desirable to grant leaves of absence to its employees.

Definitions

In this administrative procedure,

1. A leave of absence is an authorization for staff to be absent from work for a definite period of time.
2. A secondment is the transfer of a Division employee from the Division to another group, organization or institution for a specific period of time.

Procedures

LEAVE OF ABSENCE

1. A leave of absence up to a maximum of 35 weeks may be granted by the Superintendent subject to the terms and conditions of a collective agreement or terms and conditions of employment for employees exempt from a collective agreement.
2. The following guidelines are to be used in granting a leave of absence that does not fall within the scope of a collective agreement or terms and conditions of employment for employees exempt from a collective agreement.
 - 2.1 Leaves may be granted according to the following:
 - 2.1.1 Full salary;
 - 2.1.2 Full salary less the cost of substitute service;
 - 2.1.3 Partial salary;
 - 2.1.4 Without salary;
 - 2.1.5 In all cases with or without benefits.
 - 2.2 All staff granted a leave of absence under the above shall receive a letter indicating the terms and conditions under which the leave of absence is granted.

- 2.3 Requests for leaves will be considered and decided on the merits of each individual case, keeping in mind the staffing needs of the Division.
 - 2.4 The Division will pay the employee's salary and the salary of a substitute to a maximum of one (1) day in order that an employee may attend a post secondary convocation at which he/she or his/her son or daughter or spouse is receiving a degree/diploma/certificate. Requests must be submitted, in writing, for prior approval of the principal.
3. Such requests must be submitted, in writing, to the Superintendent.

SECONDMENTS

- 4. All secondment requests must be submitted in writing to the Superintendent.
- 5. All secondments shall be for a fixed period of time and in accordance with terms as specified in a contract of agreement.
- 6. Secondments shall be considered on the demonstrated need of the organization, the expertise possessed by an individual employee and/or provide the secondee with a different type of experience that will benefit him/her and in return benefit the Division.
- 7. During the period of the secondment, the individual continues to be on the staff of the Division and is paid by the Division. The seconding institution reimburses the Division for the monies paid out by the Division for the salary and benefits of the individual on secondment.
- 8. The secondee returns to the Division at the end of the period of secondment with all rights and privileges which he/she had prior to the secondment. Experience increments are earned while on secondment.

LEAVE OF ABSENCE FOR POLITICAL ACTIVITY

- 9. The Superintendent may, upon formal application, grant leaves of absence without pay as follows:
 - 9.1 Campaigning – the maximum leave will be without pay for up to:
 - 9.1.1 Twenty consecutive working days for candidates for federal or provincial office;
 - 9.1.2 Ten consecutive working days for office of mayor; or
 - 9.1.3 Five consecutive working days for municipal council or school trustee.
 - 9.2 Elected Political Office
 - 9.2.1 A member of federal parliament will be granted and take leave of absence without pay for the total life of parliament.
 - 9.2.2 A member of provincial legislative assembly will be granted and take leave of absence without pay for periods that the assembly is in session.
 - 9.2.3 On election to office of mayor, leave of absence without pay may be granted for the term of office.

- 9.2.4 Members of city, town or county councils or Boards may be granted leaves for meetings. However, in situations where it is deemed necessary, the Superintendent may grant and direct that leave be taken for the term of office or assignment.

ASSOCIATION OFFICE

10. A paid leave of absence may be granted to any employee elected to office in a local, provincial or national association providing the respective association reimburses the Division for full salary and benefits for that employee for time away. Other leaves may also be granted at the Superintendent's discretion.

POSITION

11. In all cases of leave of absence involving Members of Parliament, Members of the Legislative Assembly and City Council, specific administrative designations will lapse on assuming office and no contractual agreement will be entered into guaranteeing reassignment to the position held prior to the leave. However, notwithstanding the above, such employees upon returning to the Division shall be eligible for assignment to a position of the same designation as the one vacated.

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