Administrative Procedure 420

LEAVES OF ABSENCE

Background

The Division shall grant leaves of absence to employees in accordance with legislation, collective bargaining agreements and the following procedures SRPSD Leave of Absence Guidelines and Codes.

Procedures

1. General Leave Provisions
   - 1.1 Supervisors shall be responsible for ensuring that necessary coverage is in place before recommending or granting leave for an employee.
   - 1.2 Principals shall ensure that teachers approved for any discretionary leave(s) will not be away for more than five consecutive school days.
   - 1.3 Requests for leave shall be made in writing on the appropriate form to the employee's immediate supervisor. Completion of a leave form is required when any of the following circumstances prevail:
     - The employee travels outside the School Division boundaries;
     - The employee is not providing contracted service to the Division;
     - Substitute coverage is required for the employee.
   - 1.4 The placement of staff returning from approved leave shall be determined by the appropriate Superintendents responsible for human resources. Such a placement will be considered an initial placement and will not be subject to the Teacher Transfer procedures.
   - 1.5 Leaves may be prorated for part-time employees.

2. Supervisor Approved Leaves:
   - 2.1 Leave Without Pay
     The supervisor of an employee may grant leave without pay to a maximum of five days per school year (July 1 to June 30).
   - 2.2 Graduation/Convocation Leave
     The supervisor of an employee may grant the employee, when necessary, up to one day's leave with pay when the employee or the employee's child or spouse is graduating from a recognized secondary or post secondary program. The employee attending such an event outside Saskatchewan may be granted one additional day with pay.
   - 2.3 Medical Appointments Leave
     It is expected that medical appointments (ie: doctor, dental, optical) will be scheduled outside the work day to minimize absences. If the appointment cannot be made outside of the work day, the supervisor will refer to the Medical Appointment Approval Flow Chart to make the decision as to whether leave will be granted.

3. Superintendents Responsible for Human Resources Approved Leaves:
   - 3.1 Family Support Leave
     The superintendents responsible for human resources may grant leave without pay for up to one year for staff to attend to parenting or care giving for immediate family members.
   - 3.2 Extended Leave
     The superintendents responsible for human resources may grant an employee leave without pay (after all earned leave is taken) for up to one year once every seven years.

3.3 Community Service Leave

The superintendents responsible for human resources may grant Community Service Leave to a maximum of five days per school year for each employee.

3.3.1 Community service leave with pay may be granted to enable an employee to participate in events that involve and benefit students of the Division.

4. Witness/Jury Duty Leave

The superintendents responsible for human resources shall grant leave to an employee who is subpoenaed as a witness or called for jury duty. The employee shall be paid normal salary while absent subject to the following conditions:

4.1 The employee shall pay to the Division any remuneration, other than expenses, which the employee receives for such absence. With respect to the Court of King's Bench, the employee, if appearing as a witness, shall make application in accordance with "The Court of King's Bench Fees Regulations" for witness fees.

4.2 The employee shall provide written notice to the superintendents responsible for human resources as soon as possible after receipt of notice for such absence.

4.3 This leave does not apply to an employee who:

4.3.1 Has a direct or indirect interest in the outcome of any proceedings; or

4.3.2 Appears as an accused in any proceedings.

5. Leave With or Without Pay

5.1 Employees can request personal leave without pay (LWOP) to a maximum of five days per year. (All other earned days must be used first.). Supervisors may deny LWOP based on operational feasibility.

5.2 The Director may grant an employee leave with or without pay for up to 10 days per school year (this leave is to accommodate the occasional exceptional circumstance).

6. Family Support Leave:

6.1 The following shall be factors when considering a Family Support Leave request:

6.1.1 The leave is required to provide care to a pre-school child or a family member needing support because of a medical condition;

6.1.2 The application is submitted at least 50 school days (or the earliest possible date that circumstances allow) prior to the desired commencement date;

6.1.3 Availability of replacement personnel;

6.1.4 Natural transition points in the school year (e.g., school start-up, reporting periods, semester/block start-ups);

6.1.5 The employee commits not to accept a position with another employer or engage in entrepreneurial activity.

7. Extended Leave:

7.1 The following shall be factors when considering an Extended Leave request (leave greater than five (5) consecutive days in duration):

7.1.1 The employee has a minimum of three years' experience with the Division;

7.1.2 An Extended Leave has not been granted to the employee in the previous seven years (with the exception of bus drivers). Note: An employee taking partial leave of absence from his/her contractual time will also be limited to one Extended Leave every seven years;

7.1.3 The application is submitted at least 50 school days prior to the desired commencement date;

7.1.4 Availability of replacement personnel;

7.1.5 Natural transition points in the school year (e.g., school start-up, reporting periods, semester/block start-ups);
7.1.6 The employee commits not to accept a position with another employer or engage in entrepreneurial activity without the written permission of the Director.

Reference: *The Labour Standards Act;;* LINC; CUPE Collective Agreement
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