

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 [Leave of Absence Guidelines](#)

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 Queen's Bench, the employee, if appearing as a witness, shall make application in accordance with "The Court of Queen'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
Approved: May 12, 2014; Revised: July 15, 2017; March 24, 2025

Administrative Procedure 421

WORK FROM ALTERNATE LOCATION

Background

The Division recognizes that, in certain unique circumstances, the use of flexible working arrangements can be beneficial to both the employee and the school division. As such, the Division supports the concept of working at an alternate location, such as the employee's home. Typically, if a work from an alternate location arrangement is approved, a blend of working at an alternate location and on site will be the standard. Typically, this will be applied to out of scope employees but in unique circumstances, other employees would be considered.

Procedures

1. Principles, Criteria and Guidelines for Working in Alternate Locations

- 1.1 The Division recognizes that working at an alternate location should be beneficial to both the employee and the employer.
- 1.2 An alternate working location can be initiated by the Division or by the employee. However, the supervisor and the appropriate human resources personnel are responsible for the decision regarding the alternate arrangement.
- 1.3 Arrangements to work at an alternate location can either be temporary or can be longer term.
- 1.4 Working at an alternate location shall be compatible with the employee's job duties and responsibilities and/or personal circumstances, as determined by the employee's supervisor.
- 1.5 When assessing working at an alternate location, the following factors will be considered; nature of position/tasks, operational needs, ability to maintain appropriate service levels, performance and productivity of the employee and the ability to work independently with minimal supervision.
- 1.6 Employees who work from an alternate location are required to follow regular work hours.
- 1.7 Employees who have received approval to work from an alternate location are to participate in meetings or report to the office as requested by their supervisor.
- 1.8 If working at an alternate location is approved, the arrangement does not change the employee's basic terms and conditions of employment with the Division under the applicable collective agreement, employment contract, policies, and legislation.
- 1.9 Working at an alternate location arrangement will be reviewed on a regular basis. The employer reserves the right to change or end the arrangement at any time and will ensure reasonable notice to the employee is provided.

2. Requesting Leaves

- 2.1 The normal processes apply for seeking approval for vacation, illness, or other absences. (i.e.: if the employee has a scheduled medical appointment, the employee must submit a medical leave).
- 2.2 Employees are expected to follow the regular leave processes which includes communicating with their Supervisors and the Receptionist.

2.3 Employees who are uncertain whether such requests are compatible with the working from an alternate location arrangement can contact Human Resources for clarification. For clarity, working at an alternate location, in and of itself, shall not trigger overtime.

3. Information Security

3.1 The employee who works at an alternate location is responsible for protecting the Division's data by adhering to AP 805 Acceptable Use of Technology for Employees. The employee must comply with all division guidelines to protect the Divisions data and the use of computer hardware and software.

4. Expenses

4.1 Working from an alternate location provides flexibility for employees and therefore is seen as benefit. As it is not a condition of employment for employees to work remotely, Canada Revenue Agency form T2200 will not be completed. However, on a case by case basis, an employee may be reimbursed for additional expenses incurred for items required by the school division.

5. Safety

5.1 It is the expectation of the Division that the employee shall maintain their workspace in a safe condition, free from hazards and other dangers to the employees and or the Division's equipment.