

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Leaves & Absences – all staff	CODE: GBCD
LEGAL STATUS: Board Motions #48.01, #50.02, #35.03, #05.08	DATE APPROVED: 09 Apr 01 DATE REVISED: 24 Feb 03 14 Jan 08

Background: The Board of Education recognizes and supports the continued professional and personal growth of its employees. In so doing, the Board of Education entrusts the Director of Education to effectively administer this policy by balancing the needs of the individual employee with those of the school division.

POLICY: **The Board of Education will grant leaves of absence to professional and support staff in accordance with legislation, employee agreements and the guidelines pursuant to this policy.**

- Guidelines:**
- I. Long-term Leave
 - A. Leave of absence of up to one year, without salary and benefits may be granted for the following reasons:
 - 1) Full or part-time study approved by the Board for improving the employee's academic or professional qualifications.
 - 2) Travel or experience approved by the Board as being useful in improving the employee's service.
 - B. To be eligible for leave of absence, the employee must meet the following criteria:
 - 1) Minimum service of three years with the P.A.R.C.S.S.D. #6.
 - 2) Letter of application for such leave to be submitted to the Director of Education by March 31; application will be presented to the Board at its next regular meeting and decision as to leaves granted will be made by April 30.
 - 3) The letter of application must address the following:
 - a) reason for requested leave of absence;
 - b) benefit to school division and to employee;
 - c) exact plans (with proof of acceptance for study, if applicable);
 - d) commitment to return to service.
 - C. On return from leave of absence, the employee will be reinstated in a position comparable to that held before the leave.
 - D. Depending on the number of applications received, the Board may limit the number of leaves granted in any year.

II. Long-term Medical or Sick Leave

- A. Extended medical or sick leave (20 days or more) must be approved by the Board.
- B. The employee must furnish the Board with a medical certificate.
- C. The Board may request further documentation at anytime.

III. Short-term Leave

- A. The Board of Education authorizes the Director of Education to approve short-term leaves as per the guidelines set out in Appendix A.
- B. The Board of Education authorizes the Director of Education to grant emergency short-term leaves not covered by the guidelines.

IV. Amended Contract

- A. Upon the request of the employee, the Board may enter into an amended contract agreement for up to, but not exceeding, two years for parenting purposes.



Prince Albert Catholic Schools

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For all types of leaves, except sick leave or medical leave, a leave request is to be submitted to the Director of Education as far in advance as possible. Leave requests must always include recommendation by principal or immediate supervisor.

1. **SICK LEAVE** (with pay)

- Short term illness of employee.
- If three days or less, no medical certificate required; if more than three days, a medical certificate may be requested.
- Charged to the employee's Accumulated Sick Leave entitlement.

2. **MEDICAL LEAVE** (with pay)

- Medical/dental appointments or hospitalization of employee.
- For hospitalization over three days, medical certificate noting required time off work to be submitted to principal, then forwarded to the Director of Education.
- Charged to employee's Accumulated Sick Leave entitlement.

3. **PROFESSIONAL DEVELOPMENT LEAVE** (with pay)

- For attendance at special subject conferences or other seminars or workshops within or outside our school division.
- Granted on recommendation of school principal or immediate supervisor, with approval of the Director of Education.
- Substitutes will be hired, where necessary.

4. **COMPASSIONATE LEAVE** (with pay)

- Granted in the event of serious illness or death of wife, husband, son, daughter, parent(s), parent(s)-in-law, brother, sister, brother-in-law, sister-in-law and grandparent(s) or others with whom there has been an especially close relationship.
- Duration of leave is determined by the Director of Education, based on:
 - Relationship.
 - Time, date and location of hospitalization or funeral role of employee in making arrangements.
 - Other circumstances.
 - Normally, leave with pay will not exceed five working days for any occasion.
 - Request for compassionate leave is to be made directly to the Director of Education. In an emergency, if the Director of Education is not available, the school principal may initially approve the leave until the Director of Education can be contacted.
 - The verbal request to and the authorization by the Director of Education will stand until a written leave request can be submitted.
 - Should additional time be required, the employee may apply for personal leave (without pay).

5. COMMUNITY SERVICE LEAVE (with pay)

- Is defined as:
 - Service to one's city, parish, or broader community, in which the employee volunteers or takes a regular active role and receives no remuneration.
 - Athletics/fine arts at a city, regional, provincial or national level in which the employee is a member of a team or winner of a competition.
- Maximum time allowed per employee is one day per school year.
- Substitute will be hired, where necessary.

6. PERSONAL LEAVE (with pay)

- The following situations may make an employee eligible for personal leave with pay:
 - To attend graduation or convocation of self from a recognized post-secondary program of two years or more in length (one day substitute provided, if needed).
 - To attend graduation of child (½ day to attend in-city graduation ceremonies, no substitute provided).
 - To accompany spouse or child to medical appointments with specialists outside of Prince Albert (three days maximum per school year).
 - Paternity leave (up to two days).
 - When subpoenaed for jury duty or as a witness at a trial.
 - To take an exam which will upgrade the employee's qualification for his/her position (up to one day).

7. PERSONAL LEAVE (without pay)

- May be granted insofar as regular operations of the school may permit, subject to the approval of the Director of Education.

8. PARENTING LEAVE (without pay)

- Granted as per Labour Standards Act.
- Request in writing to be made at least four weeks prior to commencement of leave; this requirement may be waived in case of adoption.
- Request must specify date of commencement of leave and duration of leave, as well as expected birth date.

9. OTHER LEAVES (with pay)

- Include work on Curriculum Committees, Intern Workshops, or other employment related activities as approved by the Director.

10. OTHER LEAVES (with/without pay)

- "Once in a lifetime travel opportunities"
 - Request in writing to be made at least three weeks prior to commencement of leave.
 - Leaves whereby a teacher shall pay an amount equal to the equivalent cost of a Class IV substitute for the number of days of the leave, which amount shall be deducted from the employee's salary, and receive the balance as salary.
 - Leave shall be limited to one lifetime opportunity to a maximum of five days.
 - An employee, other than a teacher, shall pay an amount equal to the equivalent cost at entry level for that position, for the number of days of leave, which amount shall be deducted from the employee's salary, and receive the balance as salary.

- Leave shall be limited to one lifetime opportunity to a maximum of five days.
- Any subsequent leave request in this category may be granted without pay.

11. PRINCIPAL AUTHORIZED LEAVES

- Principals may approve leaves of up to ½ day without the submission of a leave request and provided that no substitute is required. Such leaves need only be reported on the month end report.
- If appointments must be arranged during school time, the principal authorizes leave and arranges for a substitute, if necessary.