



Personal and Leave of Absence without Pay Guidelines

Administrative Procedure 2.A.55

Board Governance Policy Cross Reference: 2, 3, 4, 5, 11, 12, 14, 15

Legal Reference: Public Schools Act

Date Adopted: June 2009

Date Amended: October 2009; October 2016; September 2019

Except for unusual circumstances, staff absences would normally be covered under the provisions of the collective agreements (CA).

In the event that a staff member requests additional leave, the following guidelines will apply.

1. Leaves of Absence (LOA) will not be granted for other employment.
2. a) Supervisors may approve LOA requests as follows. These requests will be made in writing with reasonable notice.

for bus drivers

- Once annually for up to ten consecutive days, provided:
 - i. the leave is requested within time frame designated by the Transportation Department,
 - ii. A suitable replacement driver is secured.
- This leave is intended for exceptional circumstances and not to be used as occasional days away from work.

for all other support staff

- Once every five years for up to five consecutive days, provided
 - i. The leave is requested a minimum of one month in advance for vacations, and as much notice as possible for any other request
 - ii. A suitable replacement is secured.
- This leave is intended for exceptional circumstances and not to be used as occasional days away from work.

for teachers

- Leave days will not be granted for vacation/personal leave during the school year. Teachers are directed to use leave as is provided in the CA (including personal, extracurricular days and Division granted Summer Institute days as earned)
 - If a teacher believes that an exceptionally compelling reason exists to support days for leave of absence without pay, a detailed letter must be submitted, with as much notice as possible, to the Board for consideration.
- b) If a staff member wishes to be considered for any other leave (with or without pay) outside the provisions of the CA and this procedure, a written letter to the Board of Trustees is required in a timely manner.
 - c) Leave without pay to attend a funeral will be granted if a suitable substitute can be found.
3. Medical Leave without pay will be approved when a staff member has used all the available sick benefits for which they are eligible in the Division and a note from a physician is provided indicating additional time is necessary.