

### **404.3.1 Leaves of Absence**

#### **Policy**

The Board directs that procedures be developed for granting leaves of absence in accordance with provincial statutes and legislation, employee collective agreements, employment contracts and Board policy.

#### **Regulations**

Where this policy and its regulations differ from the provisions of the collective agreements or employment contracts, the terms of the collective agreements or the employment contracts shall take precedence.

Lethbridge School Division is not required to grant leaves beyond those prescribed in the Employment Standards Code, collective agreements or employment contracts. The decision to grant employee requested leaves outside of the Employment Standards Code, collective agreements or employment contracts is at the discretion of the Superintendent or designate.

#### **Short-Term Leaves of Absence:**

A short-term leave of absence shall be any leave that is up to 20 consecutive working days or less.

1. A leave of absence for personal reasons may be granted to an employee
  - 1.1. in accordance with the appropriate collective agreement or the individual contract in the case of a non-union employee; or
  - 1.2. upon application of the employee and approval of the Superintendent or designate.
2. Applications for a short-term leave of absence for personal reasons
  - 2.1. shall be made to the Associate Superintendent, Human Resources or the Director of Human Resources;
  - 2.2. requires the acknowledgement of the principal or the direct supervisor, in order that the leave may be considered for approval; and
  - 2.3. when exceeding the collective agreement, or employment contract provisions, the employee may be required to provide a letter with additional supporting information.
3. Decisions regarding the granting of leaves shall be made by the Associate Superintendent, Human Resources or Director of Human Resources after considering the reasons for the request, the acknowledgement of the principal or supervisor, the availability of a suitable replacement, the provisions made to continue the educational program for the students and other relevant factors. The employee shall be notified, whether the leave is granted or rejected, as soon after the decision is made as is practical.

4. If a leave is granted, it shall be with loss of full pay and may impact Board contributions to benefits.
  - 4.1. In the case of a teacher, 1/200 of the annual salary shall be deducted for each day of the leave.
  - 4.2. The employees shall be made aware if the leave of absence granted under this policy will affect their pensionable service.
5. In order that the educational program of the students continues with a minimum of disruption, it is understood that an employee receiving approval for short term leave shall provide the substitute with appropriate plans, instructions and materials for the duration of the leave.
6. Short-term leaves of absence under this policy will not normally be granted more than once during any three-year period.
7. The practice of using personal leaves of absence to extend vacation is not encouraged.
8. A leave of absence may be granted to staff for consulting activities and service to other agencies in accordance with Policy 405.14 Employee Consulting Activities & Services to Other Agencies.
9. A leave of absence may be granted for up to two days per year with full pay for an employee to represent Canada in an international competition or event.

**Leaves of Absence for political activity:**

10. A leave of absence may be granted to staff for participation in political activities at a loss of full or partial pay, and possible loss of benefits as follows:
  - 10.1. Re: Civic Government (Local):
    - 10.1.1. For electioneering – leave of absence without pay for the number of consecutive days that may be considered necessary.
    - 10.1.2. For carrying out duties – if elected, a leave of absence may be granted with loss of pay at the substitute rate for carrying out necessary duties during school hours.
  - 10.2. Re: Provincial Government:
    - 10.2.1. For electioneering – leave of absence without pay for the number of consecutive days that may be considered necessary.
    - 10.2.2. For M.L.A. duties – leave of absence without pay for the duration of the elected term.
  - 10.3. Re: Member of Parliament:
    - 10.3.1. For electioneering – leave of absence without pay for the number of consecutive days that may be considered necessary.
    - 10.3.2. For M.P. Duties – leave of absence without pay for the duration of the elected term.

- 10.4. To facilitate continued and effective operation of the school system, an employee entering political service which may entail considerable absence from the school system should notify the Superintendent in advance so that arrangements may be made for suitable replacement or substitute service.

**Long-Term Leaves of Absence:**

A long-term leave of absence shall be any leave that is for a duration of greater than twenty consecutive work days.

11. Application for a long-term leave of absence for personal reasons
  - 11.1. shall be made to the Associate Superintendent, Human Resources, or Director of Human Resources;
  - 11.2. requires the acknowledgement of the principal or the direct supervisor; and
  - 11.3. shall specify reasons for requesting the leave.
12. An employee who has worked in the Division for a minimum of four years may apply for a long-term leave of absence for personal reasons without pay and without Board contributions to benefits for a duration of up to one full school year. The length of the leave may be extended to a second year at the sole discretion of the Superintendent or designate.
  - 12.1. Applications for such a leave shall be presented to the Associate Superintendent, Human Resources or Director of Human Resources a minimum of 8 weeks prior to the leave.
  - 12.2. The employee shall notify the Associate Superintendent, Human Resources, or Director of Human Resources whether they intend to return to assume a position with the Division, with as much notice as possible, no later than April 1, or 60 days prior to returning, whichever is earlier.
13. Teachers are granted a long-term leave for a complete school year from the Division rather than from a specific school or position.
14. An administrator granted a long-term personal leave will typically be required to resign their administrative designation and will be provided a teaching position upon their return.
15. No experience increment shall be granted for salary purposes during the leave of absence.
16. Long-term leaves of absence under this policy will not normally be granted more than once during any six-year period.
17. Long-term leaves of absence may not be taken within the same six-year cycle as a secondment or an exchange is taken.

The Board delegates to the Superintendent the authority to develop the procedures necessary to implement this policy.

### References

Alberta Education Act: 219, 220

Other Statutes: Alberta Labour Relations Code, Employment Standards Code

Division Policies: 402.4.1 Employee Co-Curricular Grants, 405.14 Employee Consulting  
Activities & Services to Other Agencies

Other: Employee Collective Agreements