

# LEAVE OF ABSENCE FOR POLITICAL REASONS

## Policy E.3.D

Frontier School Division supports employees who assume publicly elected positions of a local, regional, provincial or national nature, or, who participate in political campaigns as volunteers or workers. Subject to the attached regulations, the Division may approve the following leaves:

### 1. Short-Term Leave for Political Reasons

Time off with pay may be granted to employees who are publicly elected officials of local councils or boards.

### 2. Long-Term Leave for Political Reasons

- a. A leave of absence without pay will be granted to an employee who runs for an elected federal or provincial office.
- b. A leave of absence without pay will be granted to an employee who participates in a political campaign as a volunteer for the duration of the campaign.
- c. A leave of absence without pay will be granted to an employee who is elected as chief of a band council, a band councilor, a mayor or a community councilor.
- d. A leave of absence without pay will be granted to an employee who is elected to a federal or provincial office.

An employee considering candidacy for any public office is encouraged to discuss the matter with the Chief Superintendent and become familiar with Division policies and regulations.

Adopted September 1, 2009		
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# LEAVE OF ABSENCE FOR POLITICAL REASONS

## Regulation E.3.D-R

### 1. Short-Term Leave for Political Reasons

#### a. Publicly Elected Officials of Local Councils or Boards

Time off with pay will be granted to employees who are elected officials of local councils or boards. The following conditions apply.

- i. The request for time off must be submitted prior to the leave being taken.
- ii. The Area Superintendent must approve the request.
- iii. The maximum number of days that may be used between July 1 of one year and the following June 30 is two days for a member of a local council or board and five days for a mayor. Any days used beyond that number with the approval of the Area Superintendent will be taken without pay, or as vacation, co-curricular, or personal leave days.

### 2. Long-Term Leave for Political Reasons

#### a. Candidates in Federal or Provincial Elections

If requested, a leave of absence without pay will be granted to an employee who runs for elected federal or provincial office. The following conditions apply.

- i. The employee must notify the Chief Superintendent as soon as possible of the office which he/she intends to seek.
- ii. If a leave of absence is requested for campaigning, the employee must request such leave from the Board of Trustees.
- iii. Upon expiration of the leave, the Division will reinstate the employee in the position occupied when the leave began or to a comparable position, with not less than the wages and any other benefit earned by the employee immediately before the leave began.
- iv. Return to work duties prior to the expiration of the leave shall be by mutual agreement of the Chief Superintendent and the employee.

#### b. Campaign Volunteers

An employee who wishes to participate in a political campaign as a casual volunteer for the duration of the campaign shall be granted a leave of absence without pay. The following conditions apply.

- i. The application for leave without pay shall include a recommendation from the Area Superintendent who shall submit the application to the Chief Superintendent. The Chief Superintendent shall approve or deny the request.

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- ii. Upon expiration of the leave, the Division will reinstate the employee in the position occupied when the leave began or to a comparable position, with not less than the wages and any other benefit earned by the employee immediately before the leave began.
- iii. Return to work duties prior to the expiration of the leave shall be by mutual agreement of the employee and the Chief Superintendent.

**c. Chiefs of Band Councils, Band Councillors, Mayors and Community Councillors**

A long-term unpaid leave of absence shall be granted to employees who are elected as Chiefs, Band Councillors, Mayors or Community Councillors. The following conditions apply.

- i. The application must be submitted to the Chief Superintendent for the approval of the Board of Trustees.
- ii. The leave will be granted for the first term only. If the employee is elected for a subsequent term, the Frontier Board of Trustees will consider any extension of leave at that time.
- iii. Upon expiration of the leave, the Division will reinstate the employee in the position occupied when the leave began or to a comparable position, with not less than the wages and any other benefit earned by the employee immediately before the leave began.
- iv. Return to work duties prior to the expiration of the leave shall be by mutual agreement of the employee and the Chief Superintendent.

**d. Publicly Elected Officials of Federal or Provincial Offices**

Employees who are elected to a federal or provincial office shall be granted a leave of absence without pay as follows:

- i. The application must be submitted to the Chief Superintendent for the approval of the Board of Trustees.
- ii. The leave granted will be for the first term only. If the employee is elected for a subsequent term, the Frontier Board of Trustees will consider any extension of leave at that time.
- iii. Upon expiration of the leave, the Division will reinstate the employee in the position occupied when the leave began or to a comparable position, with not less than the wages and any other benefit earned by the employee immediately before the leave began.
- iv. Return to work duties prior to the expiration of the leave shall be by mutual agreement of the employee and the Board of Trustees.

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