



LEAVE OF ABSENCE – SUPPORT STAFF

Policy E.3.K

Employees are eligible for an unpaid leave of absence to address personal needs. Such leaves must benefit both the Division and the employee. Procedures for requesting and conditions of a leave of absence are outlined in the attached regulations.

Adopted September 1, 2009		
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Regulations covering leave of absence for support staff follow.

1. Eligibility

Employees are eligible to apply for a leave of absence without pay where it can be shown that the leave of absence benefits both the Division and the employee.

2. Duration

A leave may be approved for up to one year.

3. Application Procedures

- a. The employee must submit a request, in writing, to the employee's supervisor at least one month prior to the leave being taken.
- b. The request must include the reasons for the leave and indicate the benefit to the Division and to the employee.
- c. All support staff within an Area shall apply to their Principal/supervisor who shall forward the request for leave to the Area Superintendent and provide a copy to Human Resources.
- d. The Area Superintendent shall forward the request, with a recommendation, to the Chief Superintendent.
- e. Employees, other than those in c. above, shall apply to their supervisor who shall forward the request, with a recommendation, to the Chief Superintendent and provide a copy to Human Resources.

4. Approval

- a. The Chief Superintendent or designate is the approval authority for leaves of absence.
- b. Approval considerations will include operational requirements.

5. Memorandum of Agreement

When a request for leave is granted, a memorandum of agreement outlining terms and conditions of the leave shall be provided to the employee by Human Resources.

6. Return to Work

- a. Where possible, the employee will return to the position left at the time of the leave.
- b. The Division has no obligation to permit the employee to return to work prior to the end of the scheduled leave.
- c. Extensions may be approved in exceptional circumstances only.

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