



**SECTION 1000 – HUMAN RESOURCES
GENERAL LEAVES AND ABSENCES**

Staff may be granted absences for personal reasons at no cost to the board pending the recommendation of the administrator or immediate supervisor and at the discretion of the superintendent or secretary-treasurer.

Requests for leave must meet the conditions of the collective agreement covering the particular employee group affected. Where situations arise not covered in the collective agreements, the board may consider the employee's written request.

Requests for leave beyond one year shall be considered under special circumstances and shall be granted only at the discretion of the board.

Staff leaves may be arranged on the recommendation of the immediate supervisor, in conjunction with the applicable collective agreement, subject to approval by the superintendent/secretary treasurer. In the case of assigned duties, arrangements may be made to cover, or where it is not feasible to cover, repayment may be made by serving the equivalent time at an appropriate alternate date. Where alternate arrangements are not feasible, the leaves may, on the recommendation of the immediate supervisor, be granted by the decision of the superintendent/secretary treasurer with deduction of substitute costs. Salary shall be deducted as per contract for requests for leaves which do not come within the general categories listed.

The superintendent/secretary-treasurer shall monitor these procedures.

Civic Duties

In the case of an employee who requests a leave of absence to carry out civic duties, the board shall accommodate such leave of absence as per applicable collective agreement.

School Closures

When the decision is made to close schools, staff shall be required to report to work unless instructed otherwise by division administration. Where schools are declared closed, and employees are not required to report to work, salaries shall continue to be paid. When buses are cancelled but schools remain open, all employees shall report to work.

*see AP 1070 A-G for General Leaves and Absences forms.

Cross Reference:			
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