

Administrative Procedure 408

LEAVE OF ABSENCE

Background

Employees of the Division may be granted a leave of absence by the Chief Superintendent.

Definition

A leave of absence is an authorization for staff to be absent from work for a definite period of time.

Procedures

1. A leave of absence may be granted by the Chief Superintendent subject to the terms and conditions of a collective agreement or terms and conditions of employment for employees exempt from a collective agreement.
2. The following procedures are to be used in granting a leave of absence that does not fall within the scope of a collective agreement or terms and conditions of employment for employees exempt from a collective agreement.
 - 2.1 Leaves may be granted according to the following:
 - 2.1.1 Full salary;
 - 2.1.2 Full salary less cost of substitute service;
 - 2.1.3 Partial salary; or
 - 2.1.4 Without salary.
 - 2.2 All staff granted leave of absence under the above shall receive a letter indicating the terms and conditions under which the leave of absence is granted.
 - 2.3 Requests for leaves will be considered and decided on the merits of each individual case, keeping in mind the staffing needs of the Division.
3. Such requests must be submitted, in writing, to the Manager, Employee Relations at leaves@ecsd.net.

Adopted: April 3, 2000
Reviewed/Revised: June 12, 2002, June 28, 2013, June 30, 2017, February 5, 2021

Reference: Education Act, Sections 51, 52, 53, 54, 196, 197, 204, 222, 225
Employment Standards Code
Labour Relations Code
Collective Agreements