

LEAVES OF ABSENCE – LONG-TERM

Background

The Division recognizes the value to the employee and the Division of leaves of absence for education, travel, cultural exchange or personal reasons.

The Division may grant long-term leaves of absence with or without salary and benefits in addition to those granted under the terms of the collective agreements.

Procedures

1. To be eligible for long-term leaves of absence, applicants normally shall have a minimum of four (4) years of service with the Division.
2. Educational bursaries, as approved by the Division from time to time, will be announced prior to January 1 indicating the nature of the bursary.
3. Educational leave with financial assistance may be granted in accordance with regulations approved by the Division and appended to this administrative procedure.
4. Written applications must be received by the Superintendent prior to March 31 indicating the nature of the program or activity to be pursued and a brief description of the anticipated benefits.
5. Normally, applicants and approvals shall be for the period of one (1) school year. Applicants may, prior to March 31 of the subsequent year, request an extension of the leave for up to one (1) additional school year.
6. The Superintendent is authorized to grant long-term leaves of absence under the terms of this administrative procedure. The Division reserves the right to limit the number of leaves granted in a particular year.
7. An employee who decides not to return from a leave of absence shall submit a resignation in the normal manner.
8. Upon return from a one (1) year leave of absence, the employee will be placed in a position no less financially favourable than that occupied before the leave commenced. This provision shall not apply in the case of an employee who is granted a leave from a position which is normally an annual appointment. This provision also does not necessarily apply if the leave is extended for a second year.