

EMPLOYEE LEAVES AND ABSENCES

Background

There may be occasions when staff members may need or require a leave of absence from their employment duties for personal or community purposes.

Procedures

1. The Superintendent has the authority to grant employee leaves of absence, subject to the following conditions:
 - 1.1 No cost to the Division;
 - 1.2 Continued efficient and effective operation of the Division ;
 - 1.3 Compliance with all Collective Agreement provisions; and
 - 1.4 Regular reporting to the Board of all leaves under this administrative procedure.

Reference: Section 60, 61, 111, 113 School Act
Employment Standards Code
Labour Relations Act
Section 248L, Canada Tax Act
Canada Income Tax Regulation 6801
Collective Agreements