



# HOLY FAMILY ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 140

## OPERATIONS AND PROCEDURES

CATEGORY: HUMAN RESOURCES  
TITLE: LEAVES  
CODE: 4051 Leaves of Absence

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Reference Matrix	
Education Act (1995)	
Other Relevant Acts	<i>Local Implementation and Negotiations Committee(LINC)</i>
Holy Family Related Procedures	
Holy Family Related Manuals	Holy Family RCSSD No. 140 Board of Education Policy Manual
Resources (Ministry, SSBA, SCSBA, etc.)	<i>The Provincial Collective Bargaining Agreement, SEIU-West Collective Agreement</i>
Date Processed	June 1, 2016

### Background:

The Board of Education recognizes and understands that employees need to access leaves for a variety of personal and professional reasons.

The Board is committed to providing “High Quality Catholic Education to Children in our Community”, and it is a priority to provide for the needs of students in the absence of a regular member of staff. This will be considered in the granting of personal and professional leaves.

When absent from their duties, all staff must make appropriate application for a Leave of Absence:

[OP 4051 Appendix 1 Teacher Leave Request](#)

[OP 4051 Appendix 2 Central Office and Professional Support Staff Leave Request](#)

[OP 4051 Appendix 3 Support Staff Leave Request](#)

### Procedures:

1. All applications for Leave of Absence shall be made in writing to the Director of

Education or designate;

- 1.1. In the event of extenuating circumstances or when specifically provided in the Procedures below, an immediate supervisor or the principal may facilitate a Leave of Absence, to be confirmed by the Director of Education or designate.
2. The Director of Education or designate will grant leave of absence to employees in accordance with legislation, contracts of employment, professional organization contracts, collective agreements, and these Procedures.
  - 2.1. Non-unionized employees will be eligible for leaves in accordance with their corresponding employee group's Collective Agreement or contract of employment.
3. Staff will be advised by the Director of Education or designate of the decision with respect to the leave request and of the conditions, including salary deductions, if any, apply.
4. Jury Duty and Subpoenaed Witness Leave
  - 4.1. A teacher shall be granted leave without loss of pay if he or she is required to serve on a jury or is subpoenaed to appear as a witness.
  - 4.2. Any remuneration from the courts above actual expenses shall be returned to the Board up to the maximum salary involved for the period of absence.
5. Leave for Non-Professional Matters
  - 5.1 A leave of absence, to a maximum of 2 days with or without pay, for non-professional matters may be granted to a teacher at the discretion of the Director of Education.