Leave of Absence Without Pay Guidelines

Administrative Procedure 2.A.055

Board Governance Policy Cross Reference: 2, 3, 4, 5, 11, 12, 14, 15
Legal Reference: Public Schools Act

Date Adopted: January, 1974
Date Amended: March, 1974; May, 1977; April, 1978; February 1983; February 2005, June, 2012; September, 2022
Date Reviewed: November 2017; April, 2019; October 2020

The following guidelines will apply for all employee Personal Leave requests outside the provisions of any Personal Leave articles in the employee collective agreements or where Board approval is required within Personal Leave articles of the collective agreement or Board Policy.

Leave of Absence will be considered using the following criteria:

1. Any other leave with pay entitlement must be utilized first (i.e. personal leave, extra- curricular), before the granting of leave without pay will be considered.
2. Leave without pay will only be granted once per school year.
3. All requests for leave without pay must be submitted in writing by way of letter to the Superintendent of Human Resources, at least one month in advance.
4. Leave without pay cannot be attached to medical or professional development leaves.
5. Secondments to other educational institutions will not exceed two years.

Education Leave

An employee may be granted an unpaid leave of absence for up to one school year in order to pursue studies at a post-secondary institution. Proof of registration and completion will be required. Upon signing a contract with another employer during the leave of absence, the employee's contract with the School District of Mystery Lake will be deemed to be void. Education leave is not to exceed two years and must be renewed annually.

Benefits

Any employee who is permitted an extended leave of absence may retain fringe benefits as designated under the Collective Agreement during their period of absence by arranging with the Payroll Office for the payment of premium costs. These costs will be borne by the employee on leave.

Exceptional circumstances not covered in these guidelines may be considered by the Board and/or the Superintendent of Human Resources.