

#92667

DLC  
Collective Agreement

## **Professional Staff Leaves and Absences**

**All leaves must be requested through the absence entry system.**

### **I. Short-Term Leaves of Absence**

It is the philosophy of the St. James-Assiniboia School Division to make every possible effort to provide the opportunity for all students to prepare for the future according to their ability, interest and initiative. In keeping with this philosophy, it is recognized that leaves of absence have a disturbing influence on the functioning of schools and therefore should be discouraged.

Leaves of absence may be approved under special circumstances, upon request to the Superintendent/CEO. These requests should be submitted at least three weeks before the leave wherever it is possible.

Leaves of absence will be reported as part of the Superintendent/CEO's Report.

### **II. Long-Term Leaves**

Teachers, vice-principals and principals must receive approval from the Superintendent/CEO for all long term leaves according to the policy guidelines listed below. All requests for long-term leaves of absence must be submitted through the principal on the appropriate forms to the Superintendent/CEO.

A teacher may apply for a leave of absence at no loss of tenure provided that:

- 1) Applications are made not later than April 1<sup>st</sup> of the year leave is requested.
- 2) Any teacher, returning to staff after a year's leave of absence, will not be guaranteed the same grade or subjects as those being taught by him/her prior to leave of absence and must be prepared to accept any placement on staff that may be available and for which he/she has the qualifications and ability to perform the work.
- 3) A teacher on leave of absence shall notify the Board of his/her intention to return or not to return on staff not later than February 28<sup>th</sup> of the year the leave of absence expires.

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- 4) The Superintendent/CEO, acting for the Board, will consider each application for leave of absence on its own merit and reserves the right to establish a maximum number of requests to be approved each year.
- 5) Continuity of service of a teacher granted leave of absence shall be deemed uninterrupted, but only one year of leave shall be considered as teaching experience for seniority purposes but not for salary purposes.
- 6) For the period of leave of absence, a teacher may continue group insurance and salary continuance by paying the full annual premium in advance of the beginning of leave, except in the case that the teacher will be working elsewhere or that coverage is provided elsewhere.

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