

#99420

SUPPORT STAFF LEAVES AND ABSENCES

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 without pay may be approved under special circumstances upon request to the Manager of Human Resources. Leaves will not normally be approved at times either immediately preceding or following school breaks.

Support staff members shall submit all leave request(s) through the substitute system. Sick leave in excess of two days duration must be supported by a medical certificate as per Board policy. Whenever possible, leave requests shall be entered well in advance of the actual date of leave. When emergency situations make advance notification an impossibility, a telephone call to alert his/her Supervisor shall be part of the procedure.

ADOPTED	REVIEWED	REVISED	PAGE
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	Motion 23-23-05	Motion 01-07-17	