



BACKGROUND

Employees, from time to time, require leaves of absence for personal or professional reasons. A leave of absence is granted in accordance with the following procedures, and as provided in negotiated collective agreements.

The needs and interests of students are to be of primary consideration when granting leaves of absence.

PROCEDURES

Administration of Leaves

1. The Board of Education recognizes a wide variety of leaves for employees. It delegates the administration of these leaves to the Director of Education.
 - a. The Director further delegates the administration of leaves to the Superintendent of Human Resources.
2. Except in the event of extenuating circumstances, employees shall submit requests for short-term leaves of absence to the Superintendent of Human Resources through their immediate supervisor stating the reason (if applicable) and probable duration of the leave.
3. Questions regarding various leaves should be first directed to the to the employee's immediate supervisor and second to the Superintendent of Human Resources.
4. The employee will be advised by or through the immediate supervisor of the decision with respect to the leave request and of the conditions, including salary deductions, if any, to apply.
5. All leaves of absence are to be granted in accordance with current legislation, applicable collective agreements or contracts of employment with the Board, or as provided in:
 - Local Collective Bargaining Agreement for Teachers.
 - Provincial Collective Bargaining Agreement for Teachers.
 - CUPE Local Collective Agreements.
 - Individual employment contracts and local conditions of employment
6. Leaves may be granted for a period of up to fourteen months.
7. Leaves may be extended beyond fourteen months in special circumstances with permission of the Director in consultation with the Executive Council.
8. Employees are not guaranteed their former placement upon return from leaves lasting 3 months or longer.
9. Leaves other than those detailed in contracts which may receive favourable consideration from the Director and Executive Council are:
 - a. Secondments to the Ministry of Education and other educational institutions or agencies.
 - b. Department of National Defense teaching assignments.



10. Without prior approval from the Superintendent of Human Resources, a teacher may not work in the employ of another school board in Canada during the leave granted under this regulation. Any teacher who otherwise accepts a contract of employment with another school jurisdiction while on leave from the Division shall be deemed to have terminated employment with the Division.

Deferred Salary Leave – Teachers

1. Where a collective agreement speaks to this provision, that arrangement shall prevail. In all other instances:
 - a. Teachers on permanent contracts who have worked for the North East School Division for a period greater than two (2) years, may avail themselves of the Board's Deferred Salary Leave Plan (DSLPL). This enables the teacher to schedule and finance a one year leave of absence.
 - b. The DSLPL is restricted to a one year leave of absence called the leave period.
 - c. The leave period will be contained within a single school year; from the commencement of school in August or September of a year to the end of the school year in June of the following calendar year.
 - d. The deferral period where salary will be set aside will be each of the four school years preceding the leave period.
 - e. Applications must be completed by the teacher prior to May 30 preceding the school year in which the deferral period is to begin. Applications will be approved on a first-come, first-served basis, subject to preference being given to first-time applicants. Applicants will be notified within 45 days of receipt of their applications as to whether or not their application has been approved.
 - f. If approved, the teacher will be required to sign a deferral salary contract supplied by the Board of Education. The deferral salary contract must be completed prior to August 1 of the school year preceding the first year of the deferral period.
 - g. A teacher is obliged to take this leave of absence if he/she has not withdrawn from the plan prior to March 1 of the school year preceding the leave period.
 - h. There can be no more than three participants per year on a deferred salary leave plan. No more than one in-school administrator is allowed on the DSLPL leave in any one year.

Leave for Political Office

1. As per the provisions outlined in the *Saskatchewan Employment Act*, The Superintendent of Human Resources shall grant a leave of absence without pay to employees to seek and/or to hold political office at the municipal, provincial, and federal levels.



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2. Requests for leaves of absence under this section shall be made in writing to the Superintendent of Human Resources. Such requests shall identify the length of time for which the leave of absence is required.
3. A leave to serve is understood to be for the entire term of office.
4. Where a leave to serve has been granted, the placement of the employee upon return to work will be the decision of the Director in consultation with appropriate members of the Executive Council.
 - a. It is understood that discussion and consultation will occur with the employee prior to the decision being made.

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