



## **LEAVE OF ABSENCE – SUPPORT STAFF**

Employees are eligible for an unpaid leave of absence to address personal needs. Such leaves must benefit both the Division and the employee. Procedures for requesting and conditions of a leave of absence are outlined in the attached regulations.

Adopted September 1, 2009		
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## LEAVE OF ABSENCE – SUPPORT STAFF

Regulations covering leave of absence for support staff follow.

### 1. Eligibility

Employees are eligible to apply for a leave of absence without pay where it can be shown that the leave of absence benefits both the Division and the employee.

### 2. Duration

A leave may be approved for up to one year.

### 3. Application Procedures

- a. The employee must submit a request, in writing, to the employee's supervisor at least one month prior to the leave being taken.
- b. The request must include the reasons for the leave and indicate the benefit to the Division and to the employee.
- c. All support staff within an Area shall apply to their Principal/supervisor who shall forward the request for leave to the Area Superintendent and provide a copy to Human Resources.
- d. The Area Superintendent shall forward the request, with a recommendation, to the Chief Superintendent.
- e. Employees, other than those in c. above, shall apply to their supervisor who shall forward the request, with a recommendation, to the Chief Superintendent and provide a copy to Human Resources.

### 4. Approval

- a. The Chief Superintendent or designate is the approval authority for leaves of absence.
- b. Approval considerations will include operational requirements.

### 5. Memorandum of Agreement

When a request for leave is granted, a memorandum of agreement outlining terms and conditions of the leave shall be provided to the employee by Human Resources.

**6. Return to Work**

- a. Where possible, the employee will return to the position left at the time of the leave.
- b. The Division has no obligation to permit the employee to return to work prior to the end of the scheduled leave.
- c. Extensions may be approved in exceptional circumstances only.

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