



# Riverside School Board

<b>Policy Name:</b>	Policy on Leaves of Absence without Salary and Sabbatical Leaves with Deferred Salary
<b>Policy Number:</b>	HR345-20121120
<b>Date Submitted to Executive:</b>	April 3, 2011
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<b>Date Approved by Council:</b>	November 20, 2012
<b>Date of Next Review:</b>	3 years from approval by Council

## Purpose

Riverside School Board recognizes that positive benefits may result for both the employee and the organization through the granting of leaves of absence without salary and sabbatical leaves with deferred salary.

At times during their working lives and for various reasons, employees of Riverside School Board may request a full or part-time leave from work.

The Board generally supports such leaves, as long as the leaves occur within the context of this policy and the Board is able to continue to ensure the quality of services offered. At all times and in all circumstances, unless governed by terms in a collective agreement, the Board reserves the right to grant or deny requests for such leaves.

## General principles and requirements

Requests for full or part-time leaves of absence without salary, or for a sabbatical leave with deferred salary, are subject to approval.

All applications for leaves must be requested on the appropriate forms, signed by the immediate superior, and then forwarded to the attention of the Director of Human Resources within the prescribed time limit, as per the Procedures for Leaves of Absences without Salary and Sabbatical Leaves with Deferred Salary.

In the case of part-time leaves that have been granted, the employee on leave and the replacement employee will work in collaboration to ensure a smooth transition and continuity in the quality of educational service.

In order to ensure the employee's presence for important meetings or school-wide activities during the school year, the granting of a 20% part-time leave of absence



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without salary shall be contingent on a willingness to substitute leave days where their presence might be required for alternate days. This arrangement shall be established at the beginning of each term except in the case of extenuating circumstances .

Leaves of Absences granted as of July 1, 2012, linked to Loans of Service to the MELS shall not be granted beyond a three year period. In the case of professionals, such leaves shall not be granted before the employee has completed three years of service in their capacity as a professional serving the Board.

Leaves of absence shall not be granted in the following cases:

- It will result in a consecutive leave of absence of more than 2 years (for full-time leaves), or 3 years for loans of service to the MELS as outlined above.
- It is deemed that the granting of the leave will have a negative effect on the quality of educational services.
- An adequate replacement cannot be ensured.
- To work for another employer, unless pre-authorized and for exceptional circumstances.
- Any other reason for which the leave is deemed unacceptable by the employee's immediate superior.

Notwithstanding this policy, and for an exceptional circumstance, the Director General may grant a leave of absence or a sabbatical leave deemed valid.

The Director General reserves the right to terminate the employment of any employee who takes a leave for a reason other than for the one requested.

The Director General may delegate to the Director of Human Resources the responsibility for granting leaves of absence to employees of Riverside School Board.

Any related matter not covered by a collective agreement or regulation or by this policy must be brought to the Director General for approval.

## **Eligibility**

### **1. Full or part-time leaves of absence without salary - greater than 10 working days**

- The plan is available exclusively to regular full-time employees unless other specifications apply in accordance with a collective agreement.
- In the case of a full-time leave, the applicant must have completed five years of full-time service with Riverside School Board
- In the case of a part-time leave, the applicant must have completed three years of full-time service with Riverside School Board



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## **2. Short-term leaves of absence without salary - less than or equal to 10 working days**

All employees are eligible for this leave as governed by the provisions of their collective agreements.

Requests for leaves without Salary from school level personnel who work directly with students shall not be granted more than once in any three year period if the leave is intended to extend a holiday period (Christmas, Easter) or the March break period. Furthermore, an employee absence that does extend one of these periods for reasons other than extenuating circumstances accepted by the Board must be accompanied by a medical note or the absence shall be processed as an unauthorized leave of absence.

## **3. Sabbatical leaves with deferred salary**

- The plan is available exclusively to regular full-time employees unless other specifications apply in accordance with a collective agreement.
- The applicant must have five years full-time service with Riverside School Board.

Other Conditions which apply to sabbatical leaves

- The available plans are of a maximum of five complete school years.
- The year of the actual leave must always be taken in the last year of the plan.
- For exceptional circumstances, and at the discretion of the Director General, the leave may be granted for any year during the plan.
- The employee shall return to work for Riverside School Board for at least one full year following the year of leave.

## **Procedures**

The procedures to be followed relating to Leaves of Absence without Salary and Sabbatical Leaves with deferred Salary shall be those contained in the Procedures for Leaves of Absence without Salary and Sabbatical Leaves with deferred Salary. The Procedures may be subject to periodic revision, or modification, with the approval of the Director General.