
Purpose/Background

The Division believes in being a responsible and supportive employer and therefore will consider granting temporary leave(s) of absence without pay to employees, taking into account both the needs of the organization and of the employee.

Procedures

1. This Administrative Procedure is for the consideration of leaves of absence without pay only.
2. Leaves of absence may be granted with the understanding that the employee will be placed in a comparable position within the Division upon completion of the leave.
3. Leaves may be granted for up to one year. Consideration may be given for an extension.
4. Employees granted leave under this Administrative Procedure would not be eligible for experience or salary increments for the period of the leave.
5. Employees granted leave under this Administrative Procedure shall not be eligible for the Divisions contribution to the benefit plan premiums. The employee may choose to continue to coverage of benefits provided the employee prepays the full cost of the benefit plan premiums. Application for continuation of the benefit plans and payment arrangements must be made prior to commencement of the leave, and some benefit coverage may be limited.
6. Leaves of absence and extensions granted under this Administrative Procedure must be approved by the Superintendent/designate.

Reference:

- RVS AF407-A Return from Leave of Absence Preference Request
- RVS AF407-B Deferred Salary Leave Plan Enrolment
- Section 33,52,53,68,196,197,204,222,225 Education Act
- Employment Standards Act
- Labour Relations Act
- Section 248L, Canada Tax Act
- Canada Income Tax Regulation 6801
- Collective Agreements
- Support Staff Terms of Employment