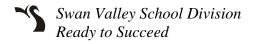
Administrative Procedure Manual



Human Resources: Foundational Unpaid Leave

AP: 808A

UNPAID LEAVE

Preamble

Swan Valley School Division recognizes that from time to time employees may have commitments outside their regular employment that require a special leave from their workplace. In addition, personal circumstances may warrant special leave without pay.

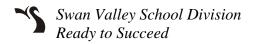
Procedure

- 1. Staff absences would normally be covered under the provisions of the collective agreements, except for unusual circumstances.
- 2. Available leave provisions within the collective agreements must be utilized before short-term unpaid leave is considered.
- 3. Leaves of absence will not be granted for other employment. Exceptions for employment purposes may be made for bus drivers, who are self-employed.
- 4. Professional Staff
 - a. Requests from professional staff (teachers, administrators) for leave without pay that is intended to schedule and/or extend vacation periods during what would normally be considered instructional time, shall not be approved as part of this policy.
 - b. The Superintendent/CEO and/or designate is authorized to approve up to five consecutive teaching days leave of absence without pay to any employee when, in the opinion of the Superintendent/CEO and/or designate, the leave is warranted due to circumstances outside of the teacher's control who is making the request (i.e., immediate family destination wedding, immediate family member graduation).

5. Support Staff

a. Support staff and the Division have entered into an employment relationship with the understanding that support staff are available for work when classes/school are in session, and as such, time away should be arranged during the established school breaks.

Administrative Procedure Manual



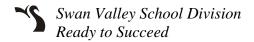
Human Resources: Foundational Unpaid Leave

AP: 808A

- b. The Superintendent/CEO is authorized to approve a leave of absence, up to five days without pay, to any member of the support staff when in the opinion of the Superintendent/CEO, the leave is warranted due to extenuating circumstances and does not unduly interfere with the operations of the Division.
- c. Support staff requests for leaves of absence, as identified within this procedure, to extend the Spring, Christmas or Summer Break shall not be allowed, unless for extenuating circumstances.
- d. A short-term leave of absence (up to five consecutive instructional days) may be granted to support staff employees who have worked for Swan Valley School Division for a minimum of two years without a break in employment. A break in employment is considered to be a resignation or a termination. Leaves of absence under this procedure will not normally be granted more than once during any five year period.
- 6. Employees answering to emergencies, as a member of an emergency organization (Volunteer Fire Department, etc.), may be granted a short-term leave with no loss of pay or benefits up to a maximum of five days per year. The immediate supervisor of the employee shall be notified prior to such leave being taken. The immediate supervisor shall notify the Superintendent/CEO and/or designate in writing, after such leave occurs.
- 7. Leave Request Process

 For employees requesting a leave of absence without pay for non-emergency situations, the following process is required:
 - a. The employee must inform his/her Principal about the request at least one month prior to the leave. The leave must then be submitted to the Superintendent/CEO at least one month prior to the leave. A letter outlining the reason for the request must accompany the leave request.
 - b. The Superintendent/CEO and/or designate shall assess each request for leave without pay making wise use of discretion prior to making a final decision. Discretion shall be based on sound judgement, interpretation of Swan Valley School Division policies, rules, collective agreements,

Administrative Procedure Manual



Human Resources: Foundational Unpaid Leave

AP: 808A

availability of a suitable replacement and appropriate provisions to continue the educational program or services to the Division.

8. If a staff member wishes to be considered for any other leave (with or without pay) outside the provisions of the collective agreements and this procedure, a written letter to the Board of Trustees is required in a timely manner.