



## **LONG-TERM LEAVE WITHOUT PAY**

**POLICY #: B-10**

**AUTHORITY: 99-058/00-220/12-04**

### **POLICY STATEMENT**

The Northeastern Catholic District School Board recognizes that there are collective agreements in effect and legislation governing labour which stipulates that employees have the right to take leaves of absence under specific circumstances.

Further, the Board promotes the idea of professional and personal development for its staff; and the educational process may benefit directly or indirectly, on a short-term basis, from experiences acquired during a long-term leave of absence without pay.

The Board recognizes it is responsible for ensuring that competent personnel are assigned to service its school clientele.

The Board also recognizes that its first responsibility is the education of the students within its jurisdiction.

### **POLICY REGULATIONS**

1. The Board also acknowledges that it may grant a long-term leave of absence (up to a maximum of two (2) consecutive years), without any cost to the Board and subject to the recruitment of a qualified replacement, for one of the following purposes:
  - 1.1 Personal and/or Professional Development;
  - 1.2 Service in accordance with a temporary contract with an agency involved in education;
  - 1.3 Needs arising from the health condition of the employee or a member of his/her family; any renewal if beyond one year shall be subject to another request to the Board.
2. The Board may grant a long-term leave of absence without cost to the Board for the following reasons:
  - 2.1 To serve with an agency responsible for the recruitment of teaching personnel for the Ministry of National Defense or to serve in a developing country;

- 2.2 To undertake a career in municipal, provincial or federal politics;
- 2.3 To work for a charitable organization.

### **3. LEAVES OF ABSENCE WITHOUT COST TO THE BOARD:**

- 3.1 Any leave of absence of more than twenty (20) workdays shall be deemed to be a long-term leave of absence.
- 3.2 Any request for a long-term leave of absence shall be submitted to the Director of Education through the Human Resources Department.
- 3.3 Requests for leaves of absence shall be accompanied by the Director of Education's recommendation.
- 3.4 Requests for leaves of absence shall be presented to the Director of Education as early as possible in order to allow the hiring of a replacement if need be.
- 3.5 Unless stipulated otherwise in the collective agreement, the employee shall receive no sick leave credits, vacation credits and experience credits for the duration of his/her leave.
- 3.6 Any employee declared redundant because of a reduction of positions shall not be eligible for a leave unless otherwise stipulated in his/her collective agreement.

### **4. ELIGIBILITY**

- 4.1 The request for a leave of absence without pay shall be submitted in writing stating clearly the nature of the request and the leave period.
- 4.2 The employee must have completed a minimum of five (5) years of service with the Board. In exceptional circumstances, exceptions to this rule may be considered. Application to this effect must be made to the Board for consideration.
- 4.3 The Board shall consider its ability to fill the vacant position in addition to all other factors. Program and student needs should not be affected by the leave.
- 4.4 The conditions under which a leave is granted shall not be extended if the employee secures a position with another employer. It shall be the responsibility of the employee to notify the Board of such event. Exceptions to this clause may be considered by the Board on an individual basis. An example of this would be an employee who has engaged in a continuing educational program.
- 4.5 In principle, the requests for a leave of absence without pay for the next school year should be submitted to the Board for consideration by March 30<sup>th</sup> in each year, unless otherwise stipulated in the applicable collective agreement.

- 4.6 Leaves may be granted for a period of one (1) year at a time. Upon request, such leaves may be extended for one (1) additional year with the exception of leaves provided for under Policy B-11 - Leaves for Political or Community Appointment.