

Administrative Procedures

AP-502	Date of implementation: Fall 2007
	Date of update: April 18, 2019
LEAVES OF ABSENCE	Related Administrative Procedures:

Purpose: Employees of the Division may, from time to time, require leaves of absence for personal or professional reasons. A leave of absence is granted in accordance with the following procedures and as provided in contracted agreements.

Procedures:

1) Administration of Leaves

- a) The Division recognizes a wide variety of leaves for employees.
- b) Questions regarding various leaves should be directed to the principal or to the employee's immediate supervisor.
- c) The needs and interests of students are to be of primary consideration when granting leaves of absence.
- d) All leaves of absence are to be granted in accordance with current legislation, applicable collective agreements or contracts of employment with the Division, or as provided in:
 - Local Collective Bargaining Agreement for Teachers LINC Agreement
 - Provincial Collective Bargaining Agreement for Teachers
 - CUPE Local Collective Agreement
 - Employee Handbooks
 - Conditions of Employment.
- e) Leaves may be considered for the purpose of gainful employment with another employer or participation in business ventures. Each request will be considered on its unique circumstances.
- f) Employees are not guaranteed their former placement upon return from long-term leave.

2) Approval Process for Leaves

- a) Leaves defined as "shall" statements that appear within contracts and collective agreements will be approved by the principal or immediate supervisor. Inaccurate or inappropriate coding or approvals may be reviewed and/or corrected by Human Resources.

- b) Leaves defined as “may be approved” will be directed to Human Resources. The decision will be based on the guiding principles noted in section 3 below.
- c) Any leave above and beyond those in contract or collective agreements shall be submitted to Human Resources.
- d) Exception will be rare but may be made if the reason for the additional leave is emergent or out of the employee’s control. Vacations are considered to be neither emergent nor out of the employee’s control and, therefore, should only be scheduled to align with school breaks and contracted/employment provisions.
- e) Leaves other than those detailed in contracts that may be available to employees are:
 - Secondments to the Ministry of Education and other educational institutions or agencies.
 - Department of National Defense teaching assignments.

3) Leave of Absence for Teaching Outside of Canada

- a) Professional staff interested in a one-year leave of absence, without salary, to pursue teaching outside of Canada, may apply for such leave.
- b) A letter of interest is to be submitted to the designated Learning Superintendent by March 1 of the school year for a leave beginning in August of the same calendar year. The letter must indicate the professional development goals and intended outcomes to be gained from the experience.
- c) Notification of intent to return to the Division must be received by Human Resources by March 1 of the school year the teacher is on leave.
- d) Professional staff are not guaranteed their former placement upon return from the leave.
- e) The Director or designate may limit the number of leaves granted.

4) Deferred Salary Leave – Teachers

Teachers may avail themselves of the Division’s Deferred Salary Leave Plan outlined in the Teachers LINC. This enables the teacher to schedule and finance a one-year leave of absence.

5) Leave for Political Office

- a) The Director or designate may grant a leave of absence without pay to employees to seek and/or to hold political office at the municipal, provincial and federal levels.
- b) A leave to seek political office may be granted from the date the nomination is officially filed to the date of election.
- c) A leave to serve is understood to be for the entire term of office.

- d) When a leave to serve has been granted, the placement of the employee upon return to work will be the decision of the Director or designate, in consultation with appropriate members of the Admin Council. It is understood that discussion and consultation will occur with the employee prior to the decision being made.

6) Maternity/Adoption/Parenting Leave

- a) Maternity/Adoption/Parenting Leave will be administered as per *The Saskatchewan Employment Act* and applicable collective agreements.
- b) Employees must provide notice before taking these leaves as follows:
 - i) Maternity Leave: An employee must give her employer written notice four (4) weeks before the day her leave begins. The notice must include the day she plans to begin the leave and a medical certificate stating the estimated date of birth. The estimated date of return to work should be included in this notice.
 - ii) Adoption Leave: An employee must give the employer written notice four (4) weeks before the day the child comes into his or her care. If the employee is unable to give proper notice, whatever notice is given by Social Services, the adoption agency or the birth parents, must also be given to the employer. The estimated day of returning to work should also be included in this notice.
 - iii) Parental Leave: An employee must give the employer written notice four (4) weeks before the leave begins. The notice must include the day he or she plans to begin the leave. If the employee is on maternity or adoption leave and is requesting parental leave, the written application must be submitted no later than four (4) weeks before the employee was to return to work. The new estimated date of return to work should be included in this notice.
 - iv) Employees on maternity/parenting leave who wish to request an unpaid personal leave of absence for parenting purposes immediately following the parenting leave included in legislation, should forward their request to Human Resources no later than four (4) weeks prior to the original return to work date and/or during the spring staffing process for the next school year.
 - v) An employee must notify the employer at least four (4) weeks before the day the employee plans to return to work. An employer is not required to allow an employee to return until this notice is received.
 - vi) Human Resources will provide employees with all required forms and information relating to a maternity, parenting or adoption leave upon receiving notification of the employee's intent to access such a leave.

7) Communication with Employer While on Leave of Absence

The employer recognizes that employees on approved leave of absence are not expected to perform duties or to respond to unreasonable requests from supervisors or co-workers. However, all

employees on leave of absence for any reason, are required to maintain regular communication with the employer, including but not limited to:

- a) Ensuring the employer has the current address and phone number on file for the employee.
- b) Responding to reasonable requests from the employer such as providing updated medical information or confirming return to work plans.

References:

[*The Saskatchewan Employment Act*](#)

Related Handbooks and Manuals:

[*CUPE Collective Agreement*](#)

[*Local Implementation Negotiating Committee \(LINC\) Agreement*](#)

[*Exempt Employee Handbook*](#)

[*Out-of-Scope Employee Handbook*](#)