

ADMINISTRATIVE POLICY No. 502

UNDER REVIEW AND RESEARCH
REGARDING IMPLICATIONS - 07/08

LEAVES

Employees of Prairie Spirit School 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. It delegates the administration of these leaves to the Director or designate.
- 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 and applicable collective agreements or contracts of employment with the division, or as provided in:
 - Local Collective Bargaining Agreement for Teachers.
 - Provincial Collective Bargaining Agreement for Teachers.
 - CUPE Local Collective Agreements and,
 - Non – Unionized Staff Agreements.
- e. Leaves may be given for the purpose of gainful employment with another employer or participation in business ventures.
- f. Leaves may be granted for a period of up to fourteen months.

- g. Leaves may be extended beyond fourteen months in special circumstances with permission of the Director in consultation with the Round Table.
- h. Employees are not to be guaranteed their former placement upon return from long-term leave.
- i. Leaves other than those detailed in contracts which may receive favourable consideration from the Director and the Round Table are:
 - 1. Teacher Exchanges
http://www.sasked.gov.sk.ca/branches/aar/prov_exams/teacher_services/teacherexchange.shtml
 - 2. Secondments to the Department of Learning and other educational institutions or agencies.
 - 3. Department of National Defense teaching assignments.

1. 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 Family of Schools Superintendent by March 1st 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 school division must be received by the designated superintendent by March 1st 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 may limit the number of leaves granted.

3. *Deferred Salary Leave – Teachers (A Topic at the LINC table)*

- a. Teachers may avail themselves of the division's Deferred Salary Leave Plan. This enables the teacher to schedule and finance a one year leave of absence.
- b. The DSLP is available for teachers employed on permanent contract.
- c. The DSLP is restricted to a one year leave of absence called the leave period.
- d. The leave period will be a school year, from the commencement of school in August or September of a year to the end of the school year in June of the following calendar year.
- e. The deferral period of four years will be each of the four school years proceeding the leave period.
- f. Applications must be completed by the teacher prior to May 30 preceding the school year in which the deferral period is to begin. Applications will be approved on a first-come, first-served basis, subject to preference being given to first time applicants. Applicants will be notified within 45 days of receipt of their applications as to whether or not their application has been approved.
- g. When the application is approved the teacher will be required to sign a deferral salary contract supplied by the Board of Education. The deferral salary contract must be completed prior to August 1 of the school year proceeding the first year of the deferral period.
- h. A teacher is obliged to take the planned leave of absence if he/she has not withdrawn from the plan prior to March 1 of the school year proceeding the leave period.
- i. The DSLP is restricted to a one year leave of absence called the leave period. Salary will be set aside in each of the preceding four years.
- j. Complete details are available from the Superintendent Human Resources.

- k. Teachers wishing to apply for the DSLP may do so by completing the *Application Form – Deferred Salary Leave Plan*, and submitting it to the Superintendent Human Resources.
- l. There can be no more than three participants per year on a deferred salary leave plan. No more than one in-school administrator is allowed on the DSLP leave in any one year.

4. 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 of Education in consultation with appropriate members of the Round Table. It is understood that discussion and consultation will occur with the employee prior to the decision being made.