



Regina Roman Catholic Separate School Division # 81

Personnel and Employee Relations 7500 Leaves of Absence	Administrative Application	
	Effective:	January 27, 2015
	References:	Local Collective Bargaining Agreement ER-2 Treatment of Staff and Volunteers
	Status:	Operational

Preamble

Leaves of absence work in accordance with terms in the Local Collective Bargaining Agreement and/or Board policy and/or administrative applications.

Teachers, as professional members of the Saskatchewan Teachers' Federation and the Regina Catholic Separate School Division #81, are expected to ensure that their duties are fulfilled in the areas of lesson preparation, school expectations, and student evaluation before taking a leave of absence. With the exception of compassionate and emergent reasons, teacher absences should be planned outside of school hours as far as the teacher has control of planning these absences. Teacher Planning Days (TPD days), teacher preparation time, high school exams and Course Finalization Days, teacher institutes and other professional development days are considered regular school days.

Application

1. Teaching Staff – Procedures for Leave of Absence Requests.

These instructions apply to all leaves pursuant to Articles 6 to 9 of the Local Collective Bargaining Agreement (LCBA) for teachers. It is very important that instructions are followed.

- a. Complete "Section A" of the *Teacher Request for Leave of Absence* form, and when appropriate, have this information authorized by the principal or designated superintendent.
- b. The teacher shall e-mail in the form or retain a copy if sending it in the mailbag.
- c. When Section A is completed, it is the applicant's responsibility to forward the Leave of Absence Request form to the Human Resource Services – Catholic Education Centre.

2. Education Support Professional Staff – Procedures for Leave of Absence Requests

These instructions apply to all leaves pursuant to Article 11 of the Support Staff Conditions of Employment, Compensation, and Benefits.

- a. Complete "Section A" of the *Education Support Professional Staff Request for Leave of Absence* form, and when appropriate, have this information authorized by the principal or designated superintendent.
- b. When Section A is completed, it is the applicant's responsibility to forward the Leave of Absence Request form to the Human Resource Services – Catholic Education Centre.



3. General Considerations for Requests for Leave of Absence

a. Shall Clauses

- i. All teaching staff requests for leave of absence that are identified in the LCBA as “shall” clauses are to be approved at the school/department site by the principal or supervising superintendent.

All education support professional staff requests for leave of absence pursuant to Article 11.1.1 (a) Compassionate Leave – Immediate Family, Article 11.1.1 (b) Compassionate Leave – Extended Family, Article 11.2 – Jury/Witness Duty, 11.5, Special Leave Without Pay, and Article 11.9 – Parental Leave, are to be approved at the school/department site by the principal or supervising superintendent. Such leaves can be granted to the maximums identified by the appropriate Article.

- ii. Leaves of absence that are identified in the LCBA in “shall” clauses carry the designation of a maximum number of days available for the particular absence that may be requested. Those days shall be considered as the maximum number of *calendar working days* that are available under the particular leave provision. This will make the same number of days available to all teachers whether they are on a full or part time contract.

b. Particulars of Request

If the applicant considers it appropriate to provide details to support the request, applicants should add supporting documentation.

c. Disposition of Request

Upon receipt of a completed request, Human Resource Services shall expedite timely disposition of the request.

d. Notification of Request Outcome

- i. In the case of teaching staff, the Superintendent of Human Resource Services or designate shall notify the applicant, principal/supervisor, and the Payroll Department of the disposition of the request.
- ii. In the case of support staff, the Manager of Human Resource Services, or designate, shall notify the applicant, principal/supervisor, and the Payroll Department of the disposition of the request.

e. Appeal Procedure

Applications whose requests have not been approved shall follow the appeal procedures for leaves as outlined in the Regina Catholic School Division Leave of Absence Management Handbook Guidelines.

4. Availability of Forms

Additional copies of these forms are available upon request, through Human Resource Services.



5. Guiding Principles for Leave Requests

- a. All absences that are one half day or longer shall be reported through a Leave of Absence Request form. Internal coverage at the school site shall not exceed one half day.
- b. All leave requests for non-school related travel; with the exception of a leave request for emergent needs or for compassionate reasons, will be considered as non-paid leave requests.
- c. Extended unpaid leaves and absence, with the exception of emergent needs or for compassionate or health reasons, should not occur during key times of the year – i.e. school year commencement or finalization, parent/teacher interview times, reporting periods, final exams, Course Finalization days, and other key activity times/teacher involvement times as established at particular school sites.