

<p>Personnel and Employee Relations 7500 Leaves of Absence</p>	Administrative Application	
	Last Reviewed /Approved on:	January 15, 2020
	References:	Local Collective Bargaining Agreement RCSTA Education Support Staff Conditions of Employment, Compensation, and Benefits CUPE Local No. 1125 Collective Agreement Regina Catholic School Division Leave of Absence Management Handbook Guidelines Policy 12 – Role of the Director
	Status:	Operational

Preamble

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

Employees, as professional members of Regina Catholic Separate School Division (RCSD), and following the respective bargaining agreements are expected to ensure that all required duties are fulfilled prior to taking a leave of absence. With the exception of compassionate and emergent reasons, employee absences should be planned outside of school hours as far as the employee has control of planning these absences.

Please note: 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. All requests must be entered directly into Absence Management System (Atrieve) for approval. Immediate Supervisor is made aware as soon as request has been submitted. Supervisor reviews request and submits to complete routing to Human Resources for final approval.
- b. The teacher shall enter all absences electronically prior to absence occurring.

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

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

- a. All requests must be entered directly into Absence Management System (Atrieve) for approval. Immediate Supervisor is made aware as soon as request has been submitted. Supervisor reviews request and submits to complete routing to Human Resources for final approval.
- b. The ESP shall enter all absences electronically prior to absence occurring.

3. **CUPE Staff – Procedures for Leave of Absence Requests**

These instructions apply to all leaves pursuant to *Article 10* of the *CUPE No. 1125 Collective Bargaining Agreement*.

- a. All requests must be entered directly into Absence Management System (Atrieve) for approval. Immediate Supervisor is made aware as soon as request has been submitted. Supervisor reviews request and submits to complete routing to the Human Resource Services Superintendent or designate for final approval.
- b. CUPE staff shall enter all absences electronically prior to absence occurring.

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 following Absence Management guidelines.

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 as per absence management guidelines. 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. All employee notification of outcome of request will be automatically generated and received via email as well as accessible through individual Atrieve absence information.

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. **Guiding Principles for Leave Requests**

- a. All absences that are one half day or longer shall be requested electronically through Absence Management. 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, student/parent/teacher conferences, reporting periods, final exams, Course Finalization days, and other key activity times/teacher involvement times as established at particular school sites.