

<b>Personnel and Employee Relations</b> <b>7501</b> <hr/> Leaves of Absence: Long Term	<b>Administrative Application</b>	
	<b>Last Reviewed /Approved on:</b>	August 14, 2024
	<b>References:</b>	Local Collective Bargaining Agreement Administrative Application 7601 – Secondment of Teachers Policy 12 – Role of the Director
	<b>Status:</b>	Operational

### Preamble

The Regina Catholic School Division (RCSD) recognizes that staff may find it beneficial to pursue a leave of absence for personal or professional reasons. Contractual leaves of absence will be administered in accordance with agreements in effect and related policies and applications in force. All other leaves of absence will be considered based on regulations associated with this administrative application.

### Application

1. The RCSD, at its discretion, may grant leave of absence with or without pay that exceeds provisions specified in any negotiated agreement that may be in effect, for any employee.
2. The RCSD, at its discretion, may grant leave of absence for a period of one (1) year, for an employee's expressed personal purposes, subject to the following terms:
  - a. Application requests are for a period of up to one (1) academic year.
  - b. Applications for extended leave of absence meet all requirements as specified in administrative applications and related request forms.
  - c. A suitable replacement is available for the time specified in the request.
  - d. Employees have completed a minimum of two (2) years of service.
  - e. Acceptance of a contract of employment with another school jurisdiction while on extended leave of absence will automatically forfeit all rights and privileges associated with the leave.
  - f. The RCSD may grant an additional extension of one (1) year for this type of leave.
3. The RCSD may grant leave of absence for a period of up to two (2) years for an employee to act in the capacity of consultant to another organization or to accept a professional assignment under agreement with international educational agencies, organizations, or authorities subject to the following terms:

- a. Employees granted leave under this policy regulation shall not receive financial assistance from the RCSD, nor shall the RCSD normally contribute financially to the working benefits of these employees throughout the term of the leave.
- b. Employees are required to have completed a minimum of two (2) years of service to be considered for this leave.
- c. The RCSD may grant employees additional extensions for this type of leave.