

## **EMPLOYEE LEAVES AND ABSENCES**

### **Background**

There may be occasions when staff members may need or require a leave of absence from their employment duties for personal or community purposes.

### **Procedures**

1. The Superintendent or designate has the authority to grant employee leaves of absence, subject to the following conditions:
  - 1.1 No cost to the Division;
  - 1.2 Continued efficient and effective operation of the Division;
  - 1.3 Leaves may be granted for up to one year. Consideration may be given for an extension;
  - 1.4 Compliance with all Collective Agreement provisions; and
  - 1.5 Regular reporting to the Board of all leaves under this administrative procedure.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 33, 52, 53, 68, 196, 197, 204, 222, 225  
Employment Standards Code  
Labour Relations Act  
Section 248L, Canada Tax Act  
Canada Income Tax Regulation 6801  
Collective Agreements