

LEAVES OF ABSENCE FOR POLITICAL PURPOSES

Background

Employees have the democratic right to participate in political activities and such activities may interfere with their regular duties as employees. Accordingly, in addition to the provisions for leave in the collective agreements, requests for leaves for political reasons may be granted.

Employees considering seeking election to political office are to carefully consider their responsibilities to the students and to their position with the Division.

Procedures

1. The Superintendent has the authority to grant employees leave without pay for the purpose of campaigning for and/or upon election to political office.
2. The Superintendent in authorizing leave shall detail conditions of such leave and shall detail leave conditions should the employee be elected to political office.
3. Political involvement by employees is permitted on the clear understanding that employees are acting personally and not as representatives of the Division. Time committed to political activities cannot interfere with the time or attention necessary to ensure proper performance of the employee's duties for the Division.
4. Employees are not permitted to use Division property (telephones, fax machine, computer, email accounts, photocopiers, printers, office supplies, meeting rooms, etc.) in their political activities.
5. Upon making the decision to seek political office, the employee shall communicate, in writing, that decision to their immediate supervisor and the Superintendent as soon as possible, but no later than the employee's last working day prior to nomination.
6. Upon Election to Municipal Office
 - 6.1 If the employee is to be absent from regular duties for the purpose of carrying out the duties of elected office, s/he must request a leave of absence from his/her immediate supervisor and the superintendent, advising of the dates and the duration of the proposed absences.

- 6.2 Upon receipt of the leave of absence request by the immediate supervisor and Superintendent, consideration shall be given to the contractual obligations of the employee, employer expectations, and the elected duties s/he is assuming in determining whether or not to grant the request.
- 6.3 The immediate supervisor/Superintendent may direct the staff member to take a leave of absence for the entire term of office.
- 6.4 If the staff member is in a designated supervisory position, s/he shall resign such a designation upon being successfully elected.
- 6.5 All leaves of absence to carry out the duties of elected office shall be without pay.

7. Provincial or Federal Office

- 7.1 An employee nominated to seek election must request a leave of absence without pay from his/her immediate supervisor and the Superintendent for a minimum period extending from the date when nominations are filed officially up to and including the date when the election is held.
- 7.2 An employee elected to the provincial legislature or federal parliament must request a leave of absence without pay from his/her immediate supervisor and the Superintendent for the entire term of his/her office.
- 7.3 An employee who occupies an administrative or supervisory position prior to election may be placed in a similar position following the termination of his/her term of office, if circumstances permit.

8. Upon Election as President of the Alberta Teachers' Association (ATA)

- 8.1 A teacher elected as President of the ATA shall be granted leave of absence for the term of office.
- 8.2 During this leave of absence, the teacher shall maintain any accumulated rights and benefits to which s/he is entitled under the collective agreement, but no additional rights and benefits will accrue during this period.
- 8.3 The Division shall continue to pay the teacher at his/her applicable salary rate as set forth in the salary schedule.
 - 8.3.1 The ATA shall reimburse the Division for the amount so paid at such intervals as the Division may request.
- 8.4 The benefits of any group plans to which the teacher was entitled prior to his/her leave of absence shall be continued during his/her leave and the ATA will reimburse the Division for any costs involved.
- 8.5 Upon termination of such leave the Division shall make every reasonable attempt to offer the employee a teaching position that is comparable to that which was held before leave commenced.

8.6 The teacher shall advise the Superintendent, as soon as possible, when an extension is necessary due to re-election.

Reference: *Education Act*, SA 2012, c E-0.3, ss. 33, 52, 53, 197, 204, 220, 222
Employment Standards Code
Labour Relations Act
Local Authorities Election Act, RSA 2000, c L-21
Section 248L, Canada Tax Act
Canada Income Tax Regulation 6801
Collective Agreements