

## EMPLOYEE LEAVES

### Background

The Division has recognized that circumstances may arise requiring their personnel to be away from their duties. With the prime consideration being the needs of the students, the maintenance of programs and the continuity in the classroom and the schools, the Division has made provision for the granting of staff leaves.

The majority of leaves/leaves of absences will be governed by the specific employee agreements or procedures. These are:

- LINC – between the Division Board and the Northwest Teachers Association.
- The Provincial Collective Bargaining Agreement.
- CUPE Local Collective Agreements.
- Non-unionized Staff Procedures.

The current term of agreement for the LINC includes the following leaves:

1. Bereavement leave.
2. Parenting leave (including adoption leave).
3. Special leaves.
4. Teacher initiated educational leave.
5. Sabbatical leave.
6. Deferred salary leave plan.
7. Negotiation leave.
8. Executive leave.

The current term for the Provincial Collective Bargaining Agreement includes the following leaves:

1. Article 7 – sick leave.
2. Article 12 – other leaves.
  - 2.1 Negotiation leave.
  - 2.2 Quarantine.
  - 2.3 Leave for officials.

The Division recognizes that other leaves of a paid or unpaid nature may be granted to staff. Leaves of this nature must be approved by the Director. Such leaves may include:

1. Witness/jury duty.
2. Graduation and convocation.
3. Community service.
4. Family support.

Leaves not in contracts which may receive favorable consideration include:

1. Teacher exchange.
2. Secondment to the Ministry of Education.
3. Department of National Defense.

### **Procedures**

1. The Superintendent of Human Resources will be responsible for the administration of leaves governed by specific employee agreements and the Saskatchewan Employment Act.
2. The Superintendent of Human Resources in consultation with the Director will administer the specific leave requests as may be forthcoming from employees of the Division.
3. Leaves may be granted for a period of up to twelve (12) months.
4. Extended leaves beyond twelve (12) months may be requested in writing to the Director who will consult the Board prior to a decision being made.
5. Leave requests are to be made on the appropriate forms and submitted to the Principal and to the Superintendent of Human Resources.
6. Employees are not to be guaranteed their former placement upon return from a long-term leave.
7. The Board shall grant leaves at its discretion.
8. Emergency leave requests shall be submitted directly to Human Resources.

Reference: Sections 85, 87, 175 Education Act  
Saskatchewan Employment Act  
Local Bargaining Agreement between The Board of Education of the Northwest School Division and the Northwest Teachers' Association  
The Board of Education of the Northwest School Division NO. 203 of Saskatchewan and The Canadian Union of Public Employees and its Local NO. 4797 Agreement  
Non-Union Employees Assigned to Board Offices, Shops or Garages - Salary and Benefits  
Non-Union Bus Drivers and School Based Employees – Salary and Benefits  
Provincial Collective Bargaining Agreement

Approved: September 7, 2018