

## **UNPAID LEAVE**

### **Preamble**

Swan Valley School Division recognizes that from time to time employees may have commitments outside their regular employment that require a special leave from their workplace. In addition, personal circumstances may warrant special leave without pay.

### **Procedure**

1. Staff absences would normally be covered under the provisions of the collective agreements, except for unusual circumstances.
2. Available leave provisions within the collective agreements must be utilized before short-term unpaid leave is considered.
3. Leaves of absence will not be granted for other employment. Exceptions for employment purposes may be made for bus drivers, who are self-employed.
4. Professional Staff
  - a. Requests from professional staff (teachers, administrators) for leave without pay that is intended to schedule and/or extend vacation periods during what would normally be considered instructional time, shall not be approved as part of this policy.
  - b. The Superintendent/CEO and/or designate is authorized to approve up to five consecutive teaching days leave of absence without pay to any employee when, in the opinion of the Superintendent/CEO and/or designate, the leave is warranted due to circumstances outside of the teacher's control who is making the request (i.e., immediate family destination wedding, immediate family member graduation).
5. Support Staff
  - a. Support staff and the Division have entered into an employment relationship with the understanding that support staff are available for work when classes/school are in session, and as such, time away should be arranged during the established school breaks.

- b. The Superintendent/CEO is authorized to approve a leave of absence, up to five days without pay, to any member of the support staff when in the opinion of the Superintendent/CEO, the leave is warranted due to extenuating circumstances and does not unduly interfere with the operations of the Division.
  - c. Support staff requests for leaves of absence, as identified within this procedure, to extend the Spring, Christmas or Summer Break shall not be allowed, unless for extenuating circumstances.
  - d. A short-term leave of absence (up to five consecutive instructional days) may be granted to support staff employees who have worked for Swan Valley School Division for a minimum of two years without a break in employment. A break in employment is considered to be a resignation or a termination. Leaves of absence under this procedure will not normally be granted more than once during any five year period.
6. Employees answering to emergencies, as a member of an emergency organization (Volunteer Fire Department, etc.), may be granted a short-term leave with no loss of pay or benefits up to a maximum of five days per year. The immediate supervisor of the employee shall be notified prior to such leave being taken. The immediate supervisor shall notify the Superintendent/CEO and/or designate in writing, after such leave occurs.
7. Leave Request Process  
For employees requesting a leave of absence without pay for non-emergency situations, the following process is required:
- a. The employee must inform his/her Principal about the request at least one month prior to the leave. The leave must then be submitted to the Superintendent/CEO at least one month prior to the leave. A letter outlining the reason for the request must accompany the leave request.
  - b. The Superintendent/CEO and/or designate shall assess each request for leave without pay making wise use of discretion prior to making a final decision. Discretion shall be based on sound judgement, interpretation of Swan Valley School Division policies, rules, collective agreements,

availability of a suitable replacement and appropriate provisions to continue the educational program or services to the Division.

8. If a staff member wishes to be considered for any other leave (with or without pay) outside the provisions of the collective agreements and this procedure, a written letter to the Board of Trustees is required in a timely manner.