



UNPAID LEAVE OF ABSENCE

GOVERNANCE POLICY

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1.0 PRINCIPLES

- 1.1. The primary responsibility of the South Shore Regional Centre for Education (SSRCE) is to educate the students in its schools within a safe and pleasant learning environment. The staff hired by the SSRCE best carries out this responsibility.
- 1.2. The SSRCE recognizes that, on occasion, there are circumstances that necessitate a need to request an unpaid leave of absence for a short period of time; however, such requests should be the exception.
- 1.3. The SSRCE supports staff who serve as role models to their students and community and will support absences for staff participating in duly recognized sports events or arts/cultural events at a national, provincial or regional level.
- 1.4. The SSRCE will generally not support requests for personal holidays or requests just prior to, or after, Christmas Break, March Break, or Easter.

2.0 POLICY FRAMEWORK

This policy complies with the Education Act and other related provincial acts and policies.

3.0 AUTHORIZATION

The Regional Executive Director is authorized to issue procedures in support of this policy.

UNPAID LEAVE OF ABSENCE

ADMINISTRATIVE PROCEDURES

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1.0 PROCEDURES

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1.0 PROCEDURES

- 1.1. Requests will be considered in a fair and consistent manner, ensuring that reasonable requests are approved that do not impede the efficient operations of the SSRCE.
- 1.2. Process for Employees without Vacation Entitlement
 - 1.2.1. For an unpaid leave of absence of less than one (1) year, a request should be submitted at least one (1) month prior to the anticipated leave commencement date. In exceptional circumstances, a leave may be granted with less than one (1) month notice.
 - 1.2.2. Applications for an unpaid leave of absence of two (2) days or less shall be made, in writing, to the employee's immediate supervisor.
 - 1.2.3. Applications for an unpaid leave of absence of three (3) or more days shall be made, in writing, to the Director of Human Resources.
 - 1.2.4. Applications shall be made on the appropriate form and shall include the following detail:
 - 1.2.4.1. Inclusive dates of the leave.
 - 1.2.4.2. An explanation of the circumstances for the request demonstrating extraordinary circumstances or participation in activities supported by the SSRCE's policy statement.
 - 1.2.4.3. When the request is from a teacher, acknowledgement that the lesson plans will be developed and left for the substitute teacher.
 - 1.2.4.4. When the request is from a teacher assistant (TA) or student support worker, confirmation that a competent substitute familiar with the student routine is available.
 - 1.2.4.5. When the request is for a bus driver, substitutes for leaves will be reserved on a first-come-first-serve basis each month. Each month, a substitute will be guaranteed as follows: one (1) week will be reserved for Chester-New Germany subsystem drivers; one (1) week for Centre subsystem drivers; one (1) week for Hebbville Subsystem drivers; and one (1) week for North Queens, South Queens, and New Ross drivers.

For example:

In October, a four-week month, the following leaves are requested, in sequence, each meeting the criteria for approval:

- A South Queens driver requests Week 1
- A Hebbville driver requests Week 1

The SSRCE approves the South Queens driver. The Lunenburg driver may take weeks 2, 3, or 4 if desired, but week 1 has been booked.

- 1.2.5. For applications submitted under 1.2.3 and 1.2.4, the signature of the principal/supervisor and their comments regarding support for the leave must be submitted prior to the leave.
 - 1.2.6. Each application will be considered on its own merit and will consider the following:
 - 1.2.6.1. The disruption caused to the students and school.
 - 1.2.6.2. The availability of competent substitute/replacement staff.
 - 1.2.6.3. The circumstances for the request.
 - 1.2.7. The Director of Human Resources shall review all approvals of unpaid leave for compliance with this policy and procedure.
- 1.3. Process for Employees with Vacation Entitlement
- 1.3.1. The employee submits the Request for Unpaid Leave of Absence Form (Appendix “A”) to their immediate supervisor, on the appropriate form.
 - 1.3.2. For leaves requested up to 10 days, the immediate supervisor may approve the leave. If approved, the supervisor:
 - 1.3.2.1. Finds a substitute, if applicable.
 - 1.3.2.2. Sends a letter of approval to the employee, within 30 calendar days following receipt of the request, forwarding a copy to the Payroll Department and the employee’s personnel file.
 - 1.3.2.3. If the request is denied, a written notification is sent to the employee, within 30 calendar days following receipt of the request. A copy of the notification is sent to the Director of Human Resources, and another copy is filed with the Request for Leave of Absence in the employee’s Personnel File.
 - 1.3.3. For a request greater than 10 days, the supervisor reviews the request and forwards it for approval as indicated:
 - 1.3.3.1. Operations Department – Director of Operations
 - 1.3.3.2. Human Resources – Director of Human Resources
 - 1.3.3.3. Technology and Curriculum – Director of Programs and Student Services
 - 1.3.3.4. Finance – Director of Finance
 - 1.3.3.5. School-Based and other Regional Office Staff (administrative assistants, student support workers, French monitors) – Director of Programs and Student Services
 - 1.3.4. If the request is approved, the Supervisor:
 - 1.3.4.1. Finds a substitute if applicable.
 - 1.3.4.2. Completes the Request for Leave of Absence form.
 - 1.3.4.3. Forwards the form to the Human Resources Department, within 10 working days of receipt of request.
 - 1.3.5. The Human Resources department receives the request. If the request is approved:
 - 1.3.5.1. A written notification is sent to the employee, within 15 working days following receipt of the request from the supervisor, along with appropriate absentee forms.
 - 1.3.5.2. A copy of the notification is sent to the supervisor, along with appropriate forms for substitution.

- 1.3.5.3. A copy of the notification and Request for Leave of absence is forwarded to Payroll and will be placed in the employee's Personnel File.
- 1.3.6. If the request is denied, a written notification is sent to the employee, within 30 calendar days following receipt of the request. A copy of the notification is sent to the supervisor, and another copy is filed with the Request for Leave of Absence in the employee's Personnel File.

2.0 RESPONSIBILITIES

It shall be the responsibility of the Regional Executive Director to ensure these administrative procedures are followed.

APPENDIX "A" REQUEST FOR AN UNPAID LEAVE OF ABSENCE

TO BE COMPLETED BY THE EMPLOYEE:

Name: _____ Employee #: _____
Address: _____ School/Site: _____
_____ Assignment/Position: _____
Phone: _____ Email Address: _____

Dates of Leave (Inclusive): _____

Explanation of Circumstances for the Request: _____

Employee Signature

Date Submitted:

TO BE COMPLETED BY THE PRINCIPAL/SUPERVISOR:

RECOMMENDED: _____ NOT RECOMMENDED: _____

COMMENTS: _____

Principal/Supervisor Signature

Date:

APPROVED: _____ NOT APPROVED: _____ DOCUMENTATION COMPLETED: _____

SUBSTITUTE (IF APPLICABLE): _____

COMMENTS: _____

Principal/Supervisor

Date:

Director of Human Resources

Date:
