

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> PROCEDURE ON GRANTING OF LEAVES WITHOUT PAY AND SABBATICAL LEAVES OF ABSENCE ON DEFERRED SALARY	
	<i>Source:</i> Director - Human Resources	<i>Adopted:</i> Refer to Policy Effective July 1, 2002
		<i>Reference Number:</i> P022-1

PROCEDURAL ANNEX

Policy on Granting of Leave of Absence Without Pay and Sabbatical Leave of Absence on Deferred Salary

Goal

The present rules are meant to inform all concerned personnel about the norms, procedures and criteria pertaining to the granting of Leave of Absence Without Pay and Sabbatical Leave of Absence on Deferred Salary

Definitions

Leave of absence without pay

This type of leave means a complete absence from the workplace during which time the employee does not receive any remuneration. The leave may be of short, medium or long term duration.

Partial leave of absence without pay

This type of leave means a partial absence from the workplace according to a percentage determined by the employee and the Board. The partial leave of absence may take many forms. The leave may be medium or long term.

Sabbatical Leave of Absence on Deferred Salary

This type of leave permits the employee to spread his/her remuneration over a certain period so as to enable him/her to take a leave during that period with some remuneration. The length of the period of payments varies between two (2) to five (5) years whereas the length of the leave varies from six (6) months to one (1) year as stipulated in the collective agreement or the applicable regulation.

Short-term leave means a leave of a month or less.

Medium term leave means a leave of more than a month up to six (6) months.

Long-term leave means a leave of more than six (6) months.

Procedures

Request

Any request for short, medium and long term leave or renewal of a leave of any kind must be made in writing to the Director of Human Resources with a copy to the Principal or Director of the school, centre or department.

Time line for request:

- before March 15th of the preceding school year for medium or long term for teaching personnel
- At least 60 days before the start of the leave for administrators, professionals and support staff
- At least 30 days before the start of a short term leave for all personnel
- In the case of an exceptional situation, requests may be submitted outside the above timeframe

Content of the request

Requests for leaves or renewals of leaves must include the following elements:

- The position held
- The reason or reasons for the leave
- The duration and the time of the leave
- If need be: - the percentage of the time as a leave
 - the willingness and ability to share a partial assignment
 - the willingness and the ability to work collaboratively with other members of the staff
- The employee's history of leaves

Follow up procedures

Any request for leave or renewal of long or medium or short term leave of absence without salary as well as requests for deferred sabbatical leave must be supported by a recommendation from the Principal or the Director of the school/centre or department concerned as well as a plan, from the Principal or Director, for the replacement of the employee except for deferred sabbatical leaves .

Decision

- For all types of leave (short, medium and long term leave of absence without pay or sabbatical leaves of absence on deferred salary):

The Director of Human Resources will give the answer in writing to the employee. A copy of the letter will be sent to the Principal or the Director of the school/centre or department concerned.

Particular dispositions

- The employee who has been granted a leave must make sure that the integration of the person replacing is done harmoniously with the group of students and/or the members of the team. It is the responsibility of the immediate superior to make sure that the transition is smooth.
- In certain cases the employee on a partial leave of absence may be asked to be present at meetings and/or school events at a time other than their regular part time schedule.
- In the case of shared workloads, the Principal or Director concerned must clearly establish the different areas of responsibilities for each of the employees and make sure that there is continuity in terms of information as well as in terms of the planning and execution of the workload.

For teaching tasks, the following elements must be clearly established:

Workload distribution

- subject matter
- other elements of the teaching workload such as remediation, supervision,
- timetable
- presence at pedagogical days
- parents' meetings
- meetings with the school team or administration

Classroom management

Evaluation

Follow-up with students

Homework

Means of communication between partners, the team, the parents, the Principal or Director.

Norms

Leave of absence without pay

Long and medium term leave

Admissibility: The employee be a regular employee and have completed three (3) years of service with the Board.

Partial leave of absence without pay

Medium and long term

Teaching personnel

Admissibility: The employee must be a regular full time employee and have worked at least three (3) years with the Board.

Reasons (examples):

- studies or professional development
- medical reasons:
 - . personal
 - . spouse
 - . children
- personal business: reasons must be given and will be kept confidential
- family reasons: reasons must be given and will be kept confidential
- career reorientation
- the work distribution and organization

Percentage of leave:

The percentage of leave may vary between 0% and 60% of the weekly workload.

Renewal:

The School Board may renew the leave based on the following conditions:

- harmonious pedagogical environment in the school
- capability for adequate twinning of teachers

All other personnel

Admissibility: The employee must be a regular employee and have worked at least three (3) years of service with the Board.

Reasons:

- studies or professional development
- medical reasons:
 - . personal
 - . spouse
 - . children
- personal business: reasons must be given and will be kept confidential

- family reasons: reasons must be given and will be kept confidential
- career reorientation
- the work distribution and organization

Percentage of leave:

The percentage of leave may vary between 0% and 60% of the regular workload.

Renewal: The employee must be a regular employee and have worked at least 5 years with the Board. The replacement of the employee should be done harmoniously within the department and the quality of service to the client must be assured.

Sabbatical Leave of Absence on Deferred Salary

Admissibility: The employee must be a regular employee and have worked at least three (3) years with the Board.

Conditions: In cases of deferred salary contracts of five (5) years, the leave may be taken in the fourth year

For all other contracts , the leave must be taken in the final year of the contract

The employee must come back to work for a period equal to the length of the leave.

The leave must be continuous and must be taken within the same school year.

Granting of leave: The School Board may grant a sabbatical leave of absence on deferred salary to an employee who has already been granted one in the past.

Overall elements taken into consideration for a request of a leave of absence (in no order of priority).

- maintenance of the quality of services to the clientele
- the reasons for the request
- the type of leave
- the time of the school year
- the length of the leave
- the work distribution and organization
- the history and record of employment of the employee
- the number of requests in the school, service, field of responsibility and in the Board
- the availability of qualified replacement personnel
- the costs
- the impact on other employees
- the recommendation of the immediate superior
- the benefit to the School Board

The present rules and procedures will be effective as of July 1, 2002