

EASTERN TOWNSHIPS SCHOOL BOARD	<i>Title:</i> POLICY ON GRANTING OF LEAVES WITHOUT PAY AND SABBATICAL LEAVES OF ABSENCE ON DEFERRED SALARY	
	<i>Source:</i> Director - Human Resources	<i>Adopted:</i> May 28, 2002 Resolution ETSB02-05-80 Effective July 1, 2002

The Eastern Townships School Board recognizes that an employee at a certain time during his or her career may need to stop work or be granted a partial reduction of workload. The Eastern Townships School Board wishes to make such leave available to its personnel while maintaining quality services for its clientele. Quality services include ensuring that the replacement of the employee on leave is done through the selection of qualified available personnel and that leaves not jeopardize the continuity of services to students, schools, departments or other administrative units.

Parental and maternity leave is not covered under this policy as each respective Provincial Collective Agreement deals with such leave.

Objective

Despite the fact that the different collective agreements and regulations on working conditions for personnel define the rights and obligations of both the Board and its employees concerning Leave of Absence, the Eastern Townships School Board finds it necessary and useful to define the framework and the rules in relation to granting such leaves.

Personnel concerned

This policy applies to all regular personnel of the EASTERN TOWNSHIPS SCHOOL BOARD.

General principles

The present policy should not be deemed to remove the rights and obligations of the employer and the employee contained in a signed regulation or contained in the provincial or local agreement.

The granting of Leave of Absence Without Pay or Sabbatical Leave of Absence on Deferred Salary must not have as a consequence the loss of quality services offered to the Board's students or clientele.

The granting of a leave is always conditional on the ability of the Board to replace the employee by a person who will provide quality services.

The granting of leaves must not create inequities in relation to the organization and the distribution of the workload for the personnel in place.

The granting of leaves must not generate additional costs for the Board.

The employee who uses his/her leave of absence without pay for reasons other than the ones communicated in the request may be deemed to be in breach of contract and have his/her employment contract terminated.

Responsibility

The Director of Human Resources is responsible for the application of the present policy and for the definition of the rules and procedures of such policy.

The present policy is in place as of July 1, 2002