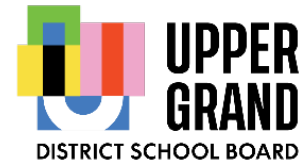


Employees Seeking or Holding Public Office Policy 401



Category: Human Resources
Administered by: Director of Education
First adopted: Jan 1998
Revision History: June 2014
Next Review: 2018-2019 School Year

1. Policy Statement

It is the policy of the Upper Grand District School Board to require leaves of absence without pay for employees who seek or hold a provincial or federal public office. Employees who are elected or appointed to other public offices may be permitted short leaves of absence with or without pay at the discretion of the Director of Education.

2. Details

- 2.1 It is the responsibility of the Director of Education to administer this policy.
- 2.2 A leave of absence without pay shall be required from the time an election writ is issued until one day after the election has been held.
- 2.3 If a leave of absence is not required by an employee seeking a provincial or federal public office due to an employee's work schedule, appeal may be made to the Director of Education for waiver of this requirement.
- 2.4 An employee elected to public office shall be allowed a leave of absence without pay for one term of office only, **provided such request for leave is in accordance with the collective agreement, if applicable.**