

POLICY

It is the policy of the Upper Grand District School Board to consider granting absences and leaves to its employees for specific purposes.

Administrative Detail

1. It is the responsibility of the appropriate Superintendent to administer this Policy in accordance with the Absences and Leaves Procedures Manual 411-A.
2. Employees will apply for an absence or leave on the Request Under Absence and Leave Policy Form 411 (available from Human Resources).
3. Time allowed for various absences and leaves shall be in accordance with this policy unless superseded by a specific collective agreement.
4. This Policy will be reviewed every three (3) years or as required by legislative changes.

A. GENERAL

1. Prior consent for an absence shall be secured whenever possible.
2. Under special circumstances, the Director of Education, as outlined in this policy, may extend an absence/leave.
3. When an employee requests a leave of absence or becomes absent for a reason not specified in this Policy, the Director of Education shall decide whether to grant or refuse the request, the payment of salary and other benefits.
4. An employee may appeal to the Board, through the Director of Education, for a review of a ruling based on the application of this Policy.

B. ABSENCES WITHOUT LOSS OF SALARY AND BENEFITS

1. Bereavement

In special circumstances the leave may be extended at the sole discretion of the Director.

In cases of personal bereavement, leave will be granted as follows:

- a) Immediate family (e.g. parent, spouse/partner or child) - up to five (5) days.
- b) Sibling of employee or sibling of spouse/partner - up to three (3) days.
- c) Other: In consultation with the Principal/Supervisor and subject to the approval of the Director of Education.

2. Illness in Immediate Family

- a) In case of illness of a spouse/partner, parent or child that requires the employee's urgent personal attention, a leave will be granted up to two (2) days per year.

- b) This leave may be extended under exceptional circumstances in consultation with the Principal/Supervisor and subject to the approval of the Director of Education.

3. Attending Funerals

Principals/Supervisors, after consultation with the appropriate Superintendent, may allow a reasonable representation of employees to attend funerals.

4. Legal Commitments

In cases of legal commitments, leave will be granted as follows:

- a) Jury Duty - no time limit. Jury fee, exclusive of any travel allowance, will be remitted to the Board.
- b) Witness - no time limit. Witness fee, exclusive of any travel allowance, will be remitted to the Board.
- c) Plaintiff or defendant - at the discretion of the Director of Education.
- d) Quarantine or other order of health authorities - according to the provisions of the Education Act and other relevant legislation.

5. Post-Secondary Graduation Exercises

Employees may be granted a leave to a maximum of one (1) day per year for each of the following:

- a) to attend their own graduation ceremony;
- b) to attend the graduation ceremony of their spouse/partner;
- c) to attend the graduation ceremony of each child,

providing that the ceremony occurs during normal working hours.

6. Examinations

Employees may be granted leave to write an examination scheduled during normal working hours as follows:

- a) examination centre is within 30 km. of work place - 1/2 day per examination;
- b) examination centre is beyond 30 km. of work place - one (1) day per examination;
- c) the maximum allowed to write an examination(s) is two (2) days per year.

7. External Educational Committees

Allowances for absence for employees serving as members of external educational committees will be set in consultation with the appropriate Superintendent.

8. Personal

Leaves up to one (1) day per year may be granted to an employee for personal reasons, if deemed reasonable by the appropriate Superintendent.

9. Religious Holy Days

Leaves may be granted for major Religious Holy Days for members of that religion.

10. Absences Due to Inclement Weather

- a) Notwithstanding the cancellation of buses, employees shall make every reasonable effort to arrive at their work site on time.

- b) After attempting to travel to their own school/worksite, and failing to do so, employees should provide assistance at the nearest school/worksite within the Board.
- c) Staff who wish to work at a different site must obtain the prior approval of their Principal/Supervisor.
- d) Time missed during the working day, due to inclement weather, will be defined as an absence.
- e) Occasional teachers are not to be used when teachers are absent due to inclement weather.
- f) If an employee is absent due to inclement weather, the employee must complete the Request Under Absence and Leave Policy Form 411, have it reviewed by the Principal/Supervisor and submitted to the appropriate Superintendent who will determine whether a leave will be granted.

C. ABSENCES WITH LOSS OF SALARY AND BENEFITS

- a) In certain situations, upon prior application, and receipt of approval, a leave may be granted to an employee but with loss of salary, cumulative sick leave and retirement allowances.
- b) It shall not be assumed that a willingness to forgo salary, ensures the acceptance of the employee's application for leave.