

Background

An employee's primary responsibility is to attend to their duties regularly and punctually. However, there are occasions where a staff member will require a leave of absence from such duties. The needs and interests of the students are to be the primary consideration when granting leaves of absence.

In addition to leave provisions outlined in the Alberta Employment Standards, the ATA Teacher's Collective Agreement, the CUPE Collective Agreement, and the Non-Union Staff Terms and Conditions for Employment, the following leaves of absence are provided for.

1. Post-Graduate Studies

- 1.1. Pembina Hills Public Schools encourages employees to further their education.
- 1.2. Employees who are actively pursuing post-graduate studies related to their position are eligible to receive a maximum of five (5) days leave. This is a one-time entitlement and does not extend itself to additional studies and/or additional days of paid leave.
- 1.3. Leave requests are to be discussed with the Supervisor as far in advance as possible.
- 1.4. Leave requests are to be made in writing to the Assistant Superintendent of Human Resources prior to the leave being taken. The request must include the reasons for the leave, the date of the intended leave and written support from the Supervisor.
- 1.5. Proof of enrolment in an accredited institution must be provided in order to be eligible for the maximum five (5) days paid leave.

2. Jury Duty

- 2.1. Employees must give advance notice to the Assistant Superintendent of Human Resources of such proceedings and file a copy of the Court Claim or Summons with the Assistant Superintendent of Human Resources upon completion of their jury or witness duties.
- 2.2. Employees who are required to attend court as a juror, or who are subpoenaed to appear in court, will be granted a leave of absence with pay for the duration of their time paid as a juror or witness, as well as the time required during the selection process.
- 2.3. Employees who are compensated by the courts, excluding allowances and/ or expenses, shall remit such compensation to the Division upon receipt of payment.
- 2.4. Employees who are required to answer a summons or subpoena as a witness on behalf of the Division shall be fully compensated for all costs involved.
- 2.5. The above does not apply where an employee is taking action against the Board or Division, or where the employee is acting as a witness for a third party who is taking action against the Board or Division.

3. Unpaid Personal Leave

The granting of unpaid leave is supported in some circumstances.

- 3.1. In cases not provided for by other leave provisions, an employee may wish to apply for an unpaid personal leave of absence.
- 3.2. Leave requests are to be discussed with the Supervisor as far in advance as possible.
- 3.3. Employees shall not make any arrangements (financial, travel, or otherwise) prior to making the leave request and receiving approval.

- 3.4. Unpaid leaves of absence may be granted by the Assistant Superintendent of Human Resources, in consultation with the employee's immediate Supervisor. All requests must include the reasons for the leave, the date of the intended leave, and written support from the Supervisor.
 - 3.5. Employees may utilize a combined total of no more than five personal and unpaid leave days in any one school year. The three (3) personal days may be approved by the employee's Supervisor. The two (2) unpaid leave days may be granted by the Assistant Superintendent of Human Resources by submitting a leave request through the employee's Supervisor.
 - 3.6. In granting leaves, the Assistant Superintendent of Human Resources will ensure:
 - 3.6.1. there is no disruption in the teaching and learning process;
 - 3.6.2. there will be no disruption in the work to be accomplished;
 - 3.6.3. there will be availability of a qualified and suitable replacement.
 - 3.7. A long-term unpaid leave may be granted when circumstances warrant such leave. Employees must apply for a long-term unpaid leave, in writing, four (4) weeks prior to the date on which the leave is to begin in order for arrangements to be made for a replacement. Employees pursuing a career with a different employer are not eligible for long-term unpaid leave
 - 3.8. Unpaid long-term leaves of absence shall not be less than five (5) months nor exceed one (1) calendar or school year. These unpaid leaves must be requested by submitting Form 4-23 Unpaid Leave Request to the Assistant Superintendent of Human Resources
 - 3.9. Bus Drivers may be granted a maximum of twenty-five (25) unpaid leave days in any given school year, however, no more than 20 consecutive working days can be taken at one time. These unpaid leaves must be requested by submitting Form 4-23 Unpaid Leave Request to the Assistant Superintendent of Human Resources. Bus Drivers who take zero (0) days of unpaid leave, in any given school year, shall receive a payment of \$100 at the end of that school year.
4. Political Office – School Board
 - 4.1. An employee wishing to be nominated as a candidate for school board trustee shall take an unpaid leave of absence for the duration of the election, as outlined under the *Local Authorities Election Act* Section 22.
 - 4.1.1. Employees wishing to take a Political Office leave of absence must discuss the request with their Supervisor as far in advance as possible and submit such request to the Assistant Superintendent of Human Resources prior to the leave being taken.
 - 4.1.2. If an employee who takes an unpaid leave of absence for this purpose is not elected, the individual may return to the same position they held prior to the leave commencing.
 - 4.1.3. If elected, the employee is deemed to have resigned their position the day the employee takes the official oath of office as an elected official.
5. Secondment or Exchange
 - 5.1. Employees wishing to participate in an exchange or secondment must have completed five (5) years of continuous successful employment with the Division.
 - 5.2. Secondments or exchanges that coincide with the Alberta school year are preferred in order to minimize disruption to students and programs.
 - 5.3. A secondment or exchange shall provide for professional growth of the employee and shall be of mutual benefit to the Division, the employee and the authority requesting the secondment or exchange.

- 5.4. A request for secondment or exchange shall be made to the Superintendent.
- 5.5. The request shall be made as far in advance as possible and not less than 60 days prior to the commencement of the secondment or exchange.
- 5.6. The Superintendent or designate may limit the number of approved applicants in any one (1) school year
- 5.7. The secondment or exchange agreement and the conditions under which it will be administered shall be outlined in writing and signed by all parties.
- 5.8. At the completion of the secondment or exchange, the employee shall return to the same, or an equivalent position in the Division unless otherwise specified in the secondment or exchange agreement.

Reference

[Alberta School Act](#)

[Employment Standards Code](#)

[Local Authorities Election Act](#)

[Form 4-23 Unpaid Leave Request](#)