

The granting of unpaid leave is supported in some circumstances.

- 1.1 In cases not provided for by other leave provisions, an employee may wish to apply for an unpaid leave of absence.
- 1.2 Unpaid leaves of absence for a period of up to two (2) days may be granted by the Assistant Superintendent, Human Resources, in consultation with the employee's immediate Supervisor. Leave requests are to be made in writing to the Assistant Superintendent, 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.
- 1.3 Leave requests are to be discussed with the Supervisor as far in advance as possible.
- 1.4 Employees shall not make any arrangements (financial, travel, or otherwise) prior to making the leave request and receiving approval.
- 1.5 In granting leaves, Human Resources and Supervisors are to ensure:
 - There is no disruption in the teaching and learning process
 - There will be no disruption in the work to be accomplished
 - There will be availability of a qualified and suitable replacement
- 1.6 A long-term unpaid leave may be granted when circumstances warrant such leave. Employees pursuing a career with a different employer are not eligible for long-term unpaid leave.
- 1.7 Unpaid long-term leaves of absence shall not exceed one (1) calendar or school year.
- 1.8 Bus Drivers may be granted unpaid leaves to a maximum of twenty (20) consecutive working days by Human Resources, in consultation with the Director of Transportation. The maximum number of days of unpaid leave, in any given school year, shall not exceed twenty-five (25) days. 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.

Reference

[Employment Standards Code](#) (current as of November 1, 2014)
[Employment Standards Code - changes](#) (effective January 1, 2018)
[ATA Collective Agreement](#)
[CUPE Collective Agreement](#)
[Non-Union Staff Employment Conditions Handbook](#)