

1. Unpaid Personal Leave

The granting of unpaid personal leave is supported in some circumstances.

- 1.1 Personal leaves up to three (3) days may be granted by the employee's immediate supervisor. Personal leaves, of between four (4) and five (5) days, may be granted by Human Resources, in consultation with the employees' immediate supervisor.
- 1.2 In granting leaves, Human Resources and supervisors are to ensure:
 - 1.2.1 there is no disruption in the teaching and learning process
 - 1.2.2 there will be no disruption in the work to be accomplished
 - 1.2.3 there will be availability of a qualified and suitable replacement
- 1.3 A long-term leave may be granted for study or career transitions but not for a staff member wanting to pursue a similar career with a different employer (e.g. a teacher wanting to take a leave of absence from Pembina Hills Public Schools to teach in another school system). Notwithstanding, foreign placement for one (1) year will be considered for leave of absence.
- 1.4 Leave shall not exceed one (1) calendar or school year with the exception of a leave that occurs near the end of one (1) school year and for the balance of the following year such as maternity leave.
- 1.5 Bus Drivers may be granted unpaid personal 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. Effective October 1, 2013, Bus Drivers who take zero (0) days of unpaid personal leave, in any given school year, will receive a payment of \$100 at the end of that school year.
- 1.6 Employees are encouraged to participate in community activities; subject to supervisor approval, nevertheless, such activities shall not interfere with the employee's work.