



## AP 408 – LEAVES OF ABSENCE

### BACKGROUND

The superintendent of human resources or designate will grant leave of absences to employees in accordance with the applicable collective agreements (CUPE Local 8443 Collective Agreement, Saskatoon Teachers' Local Agreement, SCEA Collective Agreement, and Saskatchewan Teachers' Provincial Collective Agreement), legislation, employee agreements, and these administrative procedures.

### PROCEDURES

1. Approval of short-term leaves of absences will occur through the principal or supervisor and the superintendent of human resources or designate. All short-term leaves of absence shall be submitted by employees through the Automated Dispatching System (ADS), stating the reason and duration of the absence.
2. Short-term leaves of absence with pay may be granted as defined below or as outlined in the applicable collective agreement.
  - 2.1. Compassionate leave may be granted to provide time for an employee to care for or grieve the employee experiences a death or critical illness of a member of their immediate family (spouse, partner, child, parent, grandchild, sibling or in-laws).
    - 2.1.1. To attend the death or serious illness of an immediate family member for a period of up to five days.
    - 2.1.2. To attend the death or serious illness of a person other than those specified in Section 2.1 above. The duration of such leave should be limited to one day except that under special circumstances additional leave may be granted by the superintendent of human resources.
    - 2.1.3. Employees may access additional time away for compassionate reasons by accessing applicable leaves in collective agreements, personal leave without salary, or by applying to the superintendent of human resources for leave with or without salary.
  - 2.2. Absence due to unavoidable circumstances, such as inclement weather, impassable roads, or circumstances that could not have been foreseen by the employee and require the employee's immediate attention, may be excused with a short-term leave with or without pay granted for one day at the discretion of the superintendent of human resources.
  - 2.3. Leaves of absence with pay for up to one day may be granted to attend secondary or post-secondary graduation or convocation for employee, spouse or child, or to complete post-secondary examinations. In special circumstances, the superintendent of human resources may extend this leave for the travel purposes.
  - 2.4. Leave for special circumstances may be granted by the director or the superintendent of human resources for short-term leave with or without pay for special assignments or other reasons not specified above.
3. Short-term leave of absence without pay may be granted to an employee for religious or cultural observances of the employee's own faith or culture.



4. Short-term leave of absence without pay for personal reasons and purposes not included above shall be subject to the approval of the superintendent of human resources or designate. A maximum of five days per school year may be approved.
5. Long-term leave of absence without pay, for periods of up to one year may be granted by the director or designate to teachers, subject to the following conditions:
  - 5.1. Applications for leave shall be made to the appropriate staffing superintendent by March 1 of the school year prior to the year for which the application for leave is to apply, whenever possible.
  - 5.2. An employee granted leave may return to the teaching position previously held, or to a position as similar as possible.
  - 5.3. Unless the director has granted permission, a teacher may not work for another school division in Canada during the leave granted under this procedure. Any teacher who otherwise accepts a contract of employment with another school jurisdiction while on leave from the division shall be deemed to have terminated employment with the division.
6. Long-term leave of absence without pay, for periods of up to one year, may be granted by the superintendent of human resources for non-teaching staff.
  - 6.1. Applications for leave shall be made to the superintendent of human resources with a minimum of four weeks written notice.
7. Employees who seek election to a municipal, provincial, or federal or band council shall, upon request to the superintendent of human resources, be granted leave of absence without pay.
8. Employees who are elected to a municipal, provincial or federal or band council shall, upon request to the division, be granted leave of absence without pay.
9. Requests for leave of absence under Sections 5, 6, 7 and 8 shall be made in writing to the superintendent of human resources. Such requests shall identify the length of time for which the leave of absence is required and the reason for the leave request.

Reference: Section 85, 87(p) *The Education Act, 1995*  
*The Saskatchewan Employment Act*  
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