

408 LEAVES OF ABSENCE

Belief

A leave of absence is an authorization for an employee to be absent from work for a definite period of time, granted in advance by the MESCs in accordance with this administrative procedure.

Procedures

1. Leave of absence may be granted:
 - 1.1. To accommodate personal needs of employees in so far as the quality of service provided to students will not be significantly impaired.
 - 1.2. In accordance with the provisions of the MESCs employee terms of employment.
 - 1.3. To provide for an extended leave beyond two weeks and up to a maximum of one year.
2. The following provisions apply to all short-term leaves:
 - 2.1. Short-term leaves from one to ten days may be granted.
 - 2.2. Short-term leaves not covered by the employee terms of employment will be granted without pay.
 - 2.3. In the interests of students, absences that would necessitate the cancellation of classes will not be considered.
 - 2.4. Deductions for the cost of replacements made under this section shall in no event exceed the amount of the employee's regular pay that would have been earned if not for the leave of absence. Deductions will be made irrespective of the actual need for replacements.
3. The following provisions apply to extended leaves of absence:
 - 3.1. Extended leave of absence from eleven days to one year may be granted.
 - 3.2. If a leave is extended beyond ten days, it shall be without pay or benefits and without entitlement to the Board contribution to premiums or paid leave of absence.
 - 3.3. Such leave shall not normally be extended beyond one year at a maximum.
 - 3.4. Employees may make arrangements to prepay premiums for applicable benefits.
 - 3.5. Employees granted extended leave terminating at the end of a school year shall give an undertaking in writing by May 1 of his/her intention to return to active employment.
4. Leave for the purpose of taking alternate employment on a temporary or continuing basis will not be approved except where the leave accommodates a required staff downsizing or for the purposes of secondment.
5. The Associate Superintendent: People Services will be responsible for the approval of all leaves of absence.

6. Requests for leave of absence shall be forwarded in writing to the Associate Superintendent: People Services prior to the leave being taken. The written request shall include the written recommendation of the employee's supervisor.
7. Responsibility for recommending approval of leaves will be made by the employee's supervisor.
8. Applications for a leave of absence shall be made in sufficient time to permit the arrangement of substitute services.
9. A copy of each approved leave of absence will be submitted to Payroll.

Reference: MESC Terms of Employment