



Riverside School Board – Policy

Resolution – B162-20070320

Policy on Leaves of Absence without Salary and Sabbatical Leaves with Deferred Salary

Purpose

Riverside School Board recognizes that positive benefits may result for both the employee and the organization through the granting of leaves of absence without salary and sabbatical leaves with deferred salary.

At times during their working lives and for various reasons, employees of Riverside School Board may request a full or part-time leave from work.

The Board generally supports such leaves, as long as the leaves occur within the context of this policy and the Board is able to continue to ensure the quality of services offered. At all times and in all circumstances, the Board reserves the right to grant or deny such leaves.

Application

Requests for a full or part-time leave of absence without salary, or for a sabbatical leave with deferred salary, are subject to approval.

In the case of a part-time leave that has been granted, the employee on leave and the replacement employee will work in collaboration to ensure a smooth transition and continuity in the quality of educational service.

All applications for leaves must be requested on the appropriate forms and forwarded to the attention of the Director of Human Resources within the prescribed time limit.

Notwithstanding this policy, the Director General may grant a leave of absence or a sabbatical leave for any exceptional circumstance deemed valid.

The Director General reserves the right to terminate the employment of any employee who takes a leave for a reason other than for the one requested.

The Director General may delegate to the Director of Human Resources the responsibility for granting leaves of absence to employees of Riverside School Board.

Any related matter not covered by a collective agreement or regulation or by this policy must be brought to the Director General for approval.

Procedures

1. Full or part-time leaves of absence without salary - greater than 10 working days

Timeline:

Requests for full or part-time leaves of absence, for the duration of the following school year, must be made prior to March 1st for administrators, teachers and non-teaching professionals, and prior to May 1st for support staff.

Should exceptional and unforeseen circumstances arise, a request for a leave of absence should be made as early as possible. The acceptance of such a special request is at the discretion of the Director General.

Format:

The request for a full or part-time leave of absence must be made on the appropriate form to the attention of the immediate superior in order to be evaluated. The employee must indicate the reasons for and the duration of the leave.

Eligibility:

- The plan is available exclusively to regular full-time employees unless other specifications apply in accordance with a collective agreement.
- The applicant must have completed five years of full-time service with Riverside School Board in the case of a full-time leave.
- The applicant must have completed three years of full-time service with Riverside School Board in the case of a part-time leave.

Consideration:

Leaves of absence will not be granted in the following cases:

- If it will result in a consecutive leave of absence of more than 2 years (for full-time leaves).
- If it is deemed that the granting of the leave will have a negative effect on the quality of educational services.
- If an adequate replacement cannot be ensured.
- If it is to work for another employer, unless pre-authorized and for exceptional circumstances,.
- And any other reason for which the leave is deemed unacceptable.

Processing of request:

Leave of absence requests must be submitted by the employee to his or her immediate superior, who will either recommend acceptance or refusal of the leave of absence to the Director of Human Resources.

The Director of Human Resources either approves or refuses the request for a leave of absence and subsequently advises the employee and his or her immediate superior of his decision in writing.

2. Short-term leaves of absence without salary - less than or equal to 10 working days

Timeline:

The request must be made to the immediate superior at least thirty (30) days in advance of the beginning of the leave.

Should exceptional and unforeseen circumstances arise, a request for a leave of absence should be made as early as possible. The acceptance of such a special request is at the discretion of the Director of Human Resources.

Format:

The request for a short-term leave of absence must be made, on the appropriate form, to the attention of the immediate superior in order to be evaluated. The employee must indicate the reasons for and the duration of the leave.

Eligibility:

All employees are eligible for this leave.

Consideration:

In order to be considered for a short term leave of absence, the following conditions must be met:

- that adequate replacement is assured; and
- that it will not have a negative effect on the quality of educational services.

Processing of request:

Leave of absence requests must be submitted by the employee to the attention of his or her immediate superior who will either recommend acceptance or refusal of the leave of absence to the Director of Human Resources.

The Director of Human Resources either approves or refuses the request for a leave of absence and subsequently advises the employee and his or her immediate superior of his decision in writing.

3. Sabbatical leaves with deferred salary

Timeline:

For the plan to start the following school year, the request must be made prior to March 1st for administrators, teachers and non-teaching professionals or prior to May 1st for support staff.

Format:

The request must be made on the appropriate form to the attention of the immediate superior in order to be evaluated. The employee must indicate the plan he or she has selected.

Eligibility:

- The plan is available exclusively to regular full-time employees unless other specifications apply in accordance with a collective agreement.
- The applicant must have five years full-time service with Riverside School Board.

Conditions:

- The available plans are of a maximum of five complete school years.
- The year of the actual leave is always to be taken in the last year of the plan.
- For exceptional circumstances, and at the discretion of the Director General, the leave may be granted for any year during the plan.
- The employee shall return to work for Riverside School Board for at least one full year following the year of leave.

Processing of request:

Sabbatical leaves with deferred salary requests must be submitted by the employee to the attention of his or her immediate superior, who will either recommend acceptance or refusal of the leave to the Director of Human Resources.

The Director of Human Resources either approves or refuses the leave and subsequently advises the employee and his or her immediate superior of his decision in writing.