

432 PROFESSIONAL STAFF LEAVES AND ABSENCES

Background

Provision made for the granting of a leave(s) of absence for teachers and administrators. Remuneration shall be in accordance with the current Collective Agreement.

Long Term Leaves of Absence

Guidelines

1. Teachers may be granted a long-term leave of absence for up to one year.
2. Leaves granted under this procedure are granted with the understanding that there is the assurance of a position on completion of the leave. The position may be in a different school or in a different teaching area as long as it remains within the qualifications of the teacher.
3. A teacher granted leave under this procedure shall not be eligible for experience increments for the period of the leave.
4. Leaves granted under this procedure will be without pay.
5. Principals or teachers offered a secondment may be granted a long-term leave of absence not exceeding two years. In the case of a secondment, guideline 2 applies but not guideline 1, 3 and 4.

Procedures

1. Interested teachers shall submit a written letter of application to the Superintendent for a leave for the following school year by March 1st of the preceding year.
2. The aforementioned requests shall be considered and the successful candidate(s) notified by June 1st by the Superintendent.
3. A teacher on leave shall give notice in writing to the Superintendent of their intention to return to duties either by March 1st to return to duties at the beginning of a school year, or by October 31st to return to duties at the beginning of semester two of a school year. Failure to comply shall be considered as a

resignation.

4. Maternity, Adoption and Parental Leave requests are to be submitted through the CRSD Employee Portal. Please refer to the collective agreement between the Canadian Rockies School Division and the Alberta Teachers' Association for details pertaining to maternity, adoption and parental leaves.

Short Term Leaves of Absence

Guidelines

Short term leaves of absence are governed by the current Collective Agreement between Canadian Rockies School Division and the Alberta Teachers' Association.

The Division recognizes that the basis for approval or non-approval of requests for such leave should be the nature of the request, the effect on school operations, and the cost to the Division.

Procedures

The Superintendent, in consultation with the Principal, shall determine that the case in question falls into one of the following categories:

- a. leave not granted.
- b. leave without pay granted for a specified period, the Division to assume the costs of a substitute.
- c. leave with pay granted for a specified period.

References

Section 20, 96, 113, 116, 117, 196, 197, 222, 225 Education Act
Employment Standards Code
Labour Relations Code
Collective Agreements

History

Developed: August 2003
Amended: April 2016
Amended: April 2020
Amended: March 2023