Wellington Catholic District School Board

BOARD REGULATION

SECTION:	**Human Resources General**	**APPROVAL DATE:** **February 5, 1996**
SUBSECTION:	**Absence Manager**	
POLICY NAME:	**Personal Leaves of Absence**	**LAST REVISED:** **February 6, 2012**
POLICY NUMBER:	**R.HRG.R.5**	

1. GENERAL
   - 1.1 The Wellington Catholic District School Board establishes the following policy to govern the management of requests for leaves of absence not covered by legislation or respective collective agreements.
   - 1.2 All requests for a leave of absence shall be determined to be of short term or long term duration.
   - 1.3 When an employee requests a leave of absence, the Board, or Director of Education or designate shall decide the payment of salary and other benefits, unless otherwise stated in the collective agreement, legislation, or Board Policy.
   - 1.4 All permanent, full time and part time employees of the Wellington Catholic District School Board who have been employed by the Board for a period of three consecutive years are eligible to make application for a leave of absence.
   - 1.5 For purposes of this policy, employees with probationary contracts, occasional and supply teachers, contracted and seasonal employees are considered not eligible to make application.

2. SHORT TERM PERSONAL LEAVES OF ABSENCE
   - 2.1 A non-legislated leave of absence requested for less than 20 consecutive working days will be termed a short-term leave.
   - 2.2 All short-term leaves of absence shall be without pay.
   - 2.3 All requests for a short term leave of absence will be directed in writing to the appropriate supervisor, manager or principal a minimum of 10 business days before the date of the requested absence. The correspondence will state the period of leave required and the reason for the request.
   - 2.4 Upon receipt of the request for a short-term leave of absence, the supervisor will consider each request on an individual basis and regard shall be given to, without limitation, such factors as**:**
     - a) The reasonableness of the request
     - b) The possibility of ensuring that the operational requirements of the system are not inconvenienced and staff and students do not suffer any undue hardship
     - c) Availability of suitable replacement staff
     - d) Time of year
     - e) Length of service
     - f) The number of previous leaves of absence
     - g) The employee's performance/attendance record

2.5 The consideration of and the decision to grant such leave shall be at the sole discretion of the supervisor, manager, principal or superintendent as required.

2.6 The supervisor will inform the employee of the approval or denial of the request for leave. All appropriate documentation will be forwarded to the Human Resources Department and the Business Department.

2.7 When a deduction is made from an employee's salary because of an absence from work, the deduction per day of absence shall be calculated in accordance with the applicable collective agreement and Board policy.

2.8 Because there are many periods throughout the year during which schools are closed, it shall be considered unreasonable during these periods for OECTA and OSSTF 10 month employees to request leave for personal foreseeable business, including but not limited to such things as, vacation or the pursuit of other employment related opportunities.

2.9 An employee who has been granted a short-term leave of absence shall, upon completion of the leave, be re-instated to the same position previously held by the employee.

3. LONG TERM LEAVES OF ABSENCE

3.1 A leave of absence for 20 or more consecutive working days will be considered as a long-term leave.

3.2 Long-term leaves of absence will be without pay. Vacation accrual and seniority rights will be frozen, to be continued, with no loss of previous rights, upon return from leave, unless otherwise stated in legislation and the respective collective agreement.

3.3 All requests for a long-term leave of absence will be directed in writing to the appropriate Superintendent or Manager of Human Resources a minimum of 40 business days before the date of the requested absence. The correspondence will state the period of leave required and the reason for the request.

3.4 The senior Human Resources staff member will provide sufficient information to the Board to approve or deny the request. The Board will consider, without limitation, such factors as:

a) The reasonableness of the request
b) The possibility of ensuring that the operational requirements of the system are not inconvenienced and staff and students do not suffer any undue hardship
c) Availability of suitable replacement staff
d) Time of year
e) Length of service
f) The number of previous leaves of absence. Long term leaves of absence for personal reasons will not be granted more than once every five years and no more than twice during a career.
g) The employee's performance/attendance record

3.5 The Human Resources Department will inform the employee, the appropriate superintendent, and the Business Department in writing of the decision of the Board regarding the non-legislated leave of absence request.

3.6 If, subsequent to leave being approved by the Board, verified information is presented to the Superintendent of Corporate Services which contradicts the reason for the leave that the Board considered in its approval;

a) The Superintendent shall report such information to the Board
b) The Board, after considering the new information, may retract its approval by motion.

4. CONTRACTUAL TIME AND DURATION OF LONG-TERM LEAVE OF ABSENCE

4.1 A non-legislated leave of absence may only be requested for a duration of 100%, or 50% of the contractual time of the employee. For secondary school staff, the Board will consider durations of .33 and .67. If the employee is part time, the request for leave must be for 100% of the contractual time of the employee.

4.2 An employee who requests a non-legislated leave of absence must ensure that the return date of the personal leave coincides with the commencement of a secondary semester or an elementary school term.

4.3 No employee will be granted a full or partial long-term leave of absence for more than one school year.

4.4 When a leave of absence is requested immediately following a legislated leave, the employee may be granted a non-legislated leave for the balance of the term or semester after the school year in which the legislated leave occurred and may request an additional personal leave of up to one school year.

4.5 A non-legislated leave of absence will only be considered when the employee's work record is greater than the accumulated years of leave.

4.6 All staff on leave must contact the Human Resources Department 60 business days prior to the end of their leave in order to confirm their return to work.

4.7 Upon completion of a leave of absence, the employee may be returned to his/her former position or to a comparable position. It is understood that the location of the assignment may be at the original or an alternative work site.

4.8 During the summer months, the Board will, by motion of the Board, confer to the Director of Education or designate the authority to grant or deny requests for long term non-legislated leaves of absence.

5. BENEFITS

5.1 Employees who have applied for a long term leave of absence must contact the Compensation and Benefits Supervisor regarding their intentions for benefit coverage and the payment of the premium. All benefit coverage for such leaves is subject to the terms and conditions of our policy with the insurance carrier.

6. OTHER

6.1 No leave granted prior to the revision of this policy and regulations will be affected by the revision except where such leaves are sought to be extended.

6.2 Leave requests for reasons not specifically covered by this regulation may be considered for approval by the Board and or the Director of Education.