



SD 42 POLICY: 7230

PERSONAL FULL TIME LEAVE OF ABSENCE

PHILOSOPHY:

The Board of Education recognizes that if a replacement suitable to the Board is available for the full duration of a personal full time leave of absence (LOA) then the Board will consider such an application, after a period of service with the School District has been successfully undertaken.

AUTHORITY:

The Board assigns the responsibility for the implementation of the Personal Full Time Leave of Absence policy to the Superintendent of Schools and authorizes the Superintendent of Schools to establish procedures that will guide the implementation of this policy.

GUIDING PRINCIPLES:

When considering applications from employees for a personal full time leave of absence, the Superintendent or designate will be guided, but not be limited by:

A. Service Requirement

To be considered for a personal full time leave of absence, normally an employee must have provided five or more years of continuous service to School District No. 42.

B. Period of Leave

The personal full time leave of absence shall be taken for a period which, in the view of the Superintendent or designate, coincides with the staffing demands and work requirements of the school or department in question. The personal full time leave of absence shall be one work year, defined by the employee's position (e.g. 10-month, 12-month).

C. Percent Leave - personal full time leave of absence

Leave of Absence shall be a full-time leave - 100% of the employee's assignment.

D. Return to Work

When applying for a personal full time leave of absence, the employee shall provide the Superintendent or designate with a "return to work date".

1.0 Only with the written agreement of the Superintendent or designate will an employee be permitted to return to work prior to the "return to work date".

1.1 The employee may request and the Superintendent or designate will consider extending the personal full time leave of absence beyond the initial period of leave, for a second full year, as defined in Section B above.

1.2 Failure to provide written confirmation of "return to work" notice, to be received by the Superintendent or designate at least three months prior to the "return to work date", will be considered by the Board as a resignation – effective immediately.

E. Assignment/position upon return to work

The position that the employee assumes on the "return to work date" shall be guided by the employees' collective agreement. For employees not covered by a collective agreement, the assignment/position upon "return to work" shall be determined by the Superintendent or designate, prior to commencement of the leave.

F. Cost

The personal full time leave of absence shall be at no cost to the Board.

G. Benefit Coverage

During the employee's personal full time leave of absence, the Board will continue benefit coverage only * IF * the employee requests such in writing and pays the full premium (both the employee's and employer's share), subject to the applicable benefit policies.

H. Illness During Leave

An employee on a personal full time leave of absence who suffers any incapacitating illness which prevents a return to work on the "return to work date" shall be entitled to be paid their sick leave benefits commencing on the "return to work date" provided there are sufficient sick leave credits and provided that the employee produces to the Superintendent or designate a disability certificate acceptable to the Superintendent of Designate, duly completed by an attending physician.

APPROVED: November 15, 2017

REVIEWED: May 2021