

SD42 POLICY: 7230

PERSONAL FULL-TIME LEAVE OF ABSENCE

PHILOSOPHY

The Board of Education ("Board") recognizes that a continuing employee may apply for a personal full-time leave of absence in accordance with this policy. If a replacement deemed suitable by the Superintendent or designate is available for the full duration of a personal full-time leave of absence then the Superintendent or designate will consider such an application provided that the request aligns with this policy's guiding principles.

AUTHORITY

The Board assigns the responsibility for the implementation of this policy to the Superintendent of Schools.

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, an employee must have continuing status and 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 affected 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 covering 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. 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".
2. 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.
3. The employee must provide the Superintendent or designate with a minimum of three months written notice confirming their "return to work" date. Failure to do so will be considered by the employer 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 employee's 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 employer.

G. Benefit Coverage

During the employee's personal full-time leave of absence, the employer will continue benefit coverage only if the employee requests such continuance in writing at the time of the leave application and pays the full premium (both the employee's and employer's share), subject to any applicable benefit policies.

H. Illness During Leave

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

APPROVED: November 15, 2017

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