

Code G: Personnel and Employee Relations

GFA Professional Staff – Leaves of Absence: Compassionate, Maternity, Adoption, Parental, Short-Term and Extended

Statement of Policy

Greater Saskatoon Catholic Schools may grant its staff a leave from duties from time to time to attend to personal matters and circumstance.

Rationale

Greater Saskatoon Catholic Schools supports the well-being of its employees and their families.

Authority

- The Education Act, Section 87 (1) (o)
- Provincial Collective Bargaining Agreement
- Local Implementation and Negotiation Committee (LINC)
- CUPE Local Collective Agreements
- Policy Governance Manual - Executive Limitations

Guidelines

1. The needs and interests of students are a primary consideration when granting leaves of absence.
2. All leaves shall be granted in accordance with current legislation and applicable collective agreements.
3. Current Division Leave Guidelines are to be posted on the Human Resource Services page of the Division website - OneStop.
 - 3.1 School Principals/Site Managers and designated supervisors approve submitted leave requests which fall within current division guidelines.
 - 3.2 Leave requests which exceed current division guidelines are adjudicated by the Human Resource Services Superintendent.
 - 3.3 Staff may appeal a decision of the Human Resource Services Superintendent to the Director of Education whose decision is final.
 - 3.4 Discretionary Leaves can be extended beyond one year only in special circumstances with the permission of Executive Council.
 - 3.5 Upon return from a long term leave employees are not guaranteed their former placement.
 - 3.6 Leave approvals for Teacher Institute and STA Convention days will be granted for compassionate and illness related purposes only for STF members.
 - 3.7 Personal Leave With Pay (Cost of Sub Deducted) may be requested by twelve (12) month employees when and if earned vacation accrual is depleted.

- 3.8 Any combination of Personal Leave With Pay (Cost of Sub Deducted); Personal Leave Without Pay; Vacation and Noon Lunch Supervision Leave is limited to five (5) consecutive school days for all school-based staff.
 - 3.9 Any combination of Personal Leave With Pay (Cost of Sub Deducted); Personal Leave Without Pay; Vacation and Noon Lunch Supervision of four (4) or five (5) consecutive school days may be approved only once in any school year for all school-based employees. Staff requesting such leave are to make the request a minimum of thirty (30) days prior to the leave commencement date.
 - 3.10 Staff requesting exceptions to 3.6, 3.7, 3.8, or 3.9 are to make the request a minimum of thirty (30) days prior to the leave commencement date through their principal/supervisor to the Human Resource Services Superintendent. Unless unique circumstances exist, exceptions are likely to be approved only once in a four (4) year period and to a maximum of ten (10) school days.
 - 3.11 School Principals/Site Managers are responsible for ensuring instructional integrity and effective site operations. While no leave request shall be arbitrarily denied, discretionary leave approvals shall only be made when instructional integrity and site operations are maintained.
 - 3.12 Leaves are not to be given for the purpose of gainful employment or participating in business ventures.
 - 3.13 Discretionary leaves, barring exceptional circumstances, will not be granted for a full academic school year.
4. Other leaves which would receive favourable consideration by Executive Council are:
 - 4.1 Department of National Defence (D.N.D.) teaching assignments;
 - 4.2 Teacher exchanges; and
 - 4.3 Secondments to the Ministry of Learning and other educational institutions.

Procedures

1. All leave requests are to be submitted using the school division on-line leave request process.
2. Principals, Site Managers and designated supervisors are to establish protocols to ensure appropriate communication of all leave requests of supervised staff.
3. With respect to maternity, adoption, and parental leaves:
 - 3.1 Adoption leave without pay may be granted to a maximum of twelve (12) months;
 - 3.2 Parental leave without pay may be granted to a maximum of twelve (12) months, and application for parental leave must be received two (2) months prior to the commencement of the proposed leave.
 - 3.3 Barring exceptional circumstance, at no time shall the total paid and unpaid maternity and parental leave exceed twenty-four (24) months from the birth of the child.

Documents/Forms

Leave Request Forms

References

Statement of Educational Commitment of Greater Saskatoon Catholic Schools:

- To foster good human relationships.
- To provide an identifiable Catholic environment.
- To encourage the development of each person's God-given talents.
- To support staff members as witnesses of their faith to students, each other, and the community.
- To provide opportunities for each staff member to grow in awareness of the calling to serve.
- To support staff members and their families in sadness and in joy.

Date Approved

June 28, 1982

Amended

June 19, 1996
April 2004
September 2009
December 2010
June 2018