

EASTERN SCHOOL DISTRICT

BOARD REGULATION

SUBJECT: **Leave of Absence
(Without Salary or Reimbursed Salary)**

DATE OF ADOPTION: April 13, 2005

EFFECTIVE DATE: **September 14, 2011**

REVIEW DATE: September 14, 2011

SUPERSEDES: Administrative Regulation May 9, 1996

CROSS REFERENCE: Collective Agreements Between the Education Negotiating Agency and the Canadian Union of Public Employees: Union Local 1145, Union Local 1770, Union Local 1775, Union Local 3260
Memorandum of Agreement Between the Education Negotiating Agency and the PEI Teachers' Federation

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The Board of School Trustees recognizes that there are occasions when a leave of absence may be necessary for professional or personal reasons.

The employer may, upon such terms as it deems advisable, grant a leave of absence without pay or with a reimbursed salary to an employee who makes application for such leave. Each leave under this regulation will be for a minimum of one semester to a maximum of two years. (Exceptions to the maximum two-year provision may be granted for employees working at the Department of Education and Early Childhood Development, Holland College or the University of Prince Edward Island).

Instructional Staff

- a) Employees who wish to apply for a professional or personal leave of absence must submit their requests in writing to the Manager of Human Resources giving as much notice as possible. Only under exceptional circumstances will a leave of absence be granted without at least four months prior notice to the beginning of the leave.
- b) The Manager of Human Resources has the authority to approve or deny requests for leaves of absence based upon the following:
 1. The employee can be appropriately placed following the leave.
 2. The employee can be suitably replaced during the leave.

3. Duties performed by the employee can be assured to continue.
 4. The employee applying for a leave of absence must be a permanent employee with the School Board during the period of leave.
- c) An employee returning to the Eastern School District from a leave of absence shall return to the same school the employee occupied prior to receiving the leave of absence.

In the case of school administrators, District Principals and District Office staff, where the employer is considering a different position for the employee upon their return from leave, a consultation will be held between the Superintendent of Education or designate and the Chairperson of the Board or designate. All administrative positions will be held for a maximum of two years. An administrator granted more than two consecutive years of leave will forfeit their administrative position and upon return to the District, those administrators holding an instructional license will be placed in a teaching position.

Notwithstanding the above, and at the sole discretion of the Superintendent or designate, a teacher who for any reason is unable to return to the school previously occupied, or if it is seen to be in the best interest of the District not to have the teacher return to the previously occupied school, the teacher shall be placed in a position similar to the position occupied before the leave.

Where the employer is considering a different position for a teacher on their return from leave, a consultation will be held between the Manager of Human Resources or designate and the employee's supervisor.

Support Staff

Leave of absence will be granted pursuant to the Collective Agreement Between The Education Negotiating Agency and the Canadian Union of Public Employees:

- Union Local 1145 - Transportation Group
- Union Local 1770 - Administrative Support Group
- Union Local 1775 - Property Maintenance Group
- Union Local 3260 - Educational Assistants/Youth Service Workers Group

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