



KENORA CATHOLIC DISTRICT SCHOOL BOARD

400 Personnel and Staff Relations Procedures

AP 411: Special Leaves of Absence

The Director of Education recognizes that from time to time, circumstances may arise where special leaves of absence may become necessary that are not covered elsewhere in the administrative procedures or collective agreements. Leaves will not normally be granted during the school year. Therefore, the following rules and requirements will apply:

1. Special leaves of one or more days may be granted, either with or without pay, at the discretion of the Director of Education.
2. All requests for a special leave of absence are required to be reviewed by the Director of Education and the Executive Council Team, following approval from the principal or manager.
3. The Director of Education will rely on advice from the Executive Council Team to support decisions regarding requests for special leaves. However, there may also be situations where the Director of Education will make a confidential decision on a request for special leave of absence.
4. The following criteria and process must be followed in requesting a special leave of absence:
 - 4.1 The employee is required to completely fill out Form #004 – Application for Leave of Absence and submit the form to their manager or principal for approval. The employee is responsible for providing detailed information pertaining to the request for a special leave of absence and clearly explaining why the request for a special leave of absence is an exceptional circumstance.
 - 4.2 The manager or principal will then review the request for special leave of absence and will approve the leave based on the following criteria:
 - The ability to schedule a suitable supply
 - The absence of the employee will not adversely affect the consistent operation of the school

Once the request for a special leave of absence is approved by the manager or principal it is still not considered approved as all requests for a special leave of absence require the approval of the Executive Council Team.

- 4.3** If the form is approved by the manager or principal, the form must then be sent to the attention of the Manager of Human Resource Services who will present the request for special leave of absence to the Director of Education and the Executive Council Team for review. The leave will not be considered approved or not approved until the form is returned to you, signed by a member of the Executive Council Team.
- 4.4** The Executive Council team will review requests for special leaves of absence at the Executive Council Meeting, which generally occurs on Monday mornings at 8:30 a.m. The Executive Council Team will base decisions for special leaves of absences on the following criteria:
- Has the manager or principal approved the leave;
 - Is the request truly an exceptional circumstance;
 - Has the employee exhausted all of their personal days for the year;
 - Has the employee made every attempt to reschedule the leave outside of the school year or normal working hours
 - Has the employee explored other options outside of requesting a special leave of absence
 - What is the employee’s frequency in requesting a special leave of absence
- 4.5** Examples of special leave requests that may be approved:
- Weddings (an immediate family member, out-of-town, or participation in a wedding party)
 - Critical illness of a close family member
 - Court subpoena
 - Jury duty
 - Special one-time event when personal days have been exhausted
- 4.6** Examples of special leave requests that may not be approved:
- Personal holidays
 - Sports/drama/other such events for your children
 - Any event where the date can be reasonably rescheduled outside of normal school operation
 - Events where alternate arrangements can reasonably be arranged
- 4.7** All special leaves of absences that are approved by the Executive Council Team are considered without precedence or prejudice.

- 4.8 The decision of the Executive Council Team shall be considered final.
- 4.9 Wherever possible, the request must be made at least one month in advance.
- 4.10 Any costs associated with the denial of a special leave of absence are at the expense of the employee. For example, pre-booking a personal vacation prior to the special leave request being approved.

Effective Date: September, 2006

Latest Review Date: February, 2010, February 2011, August 23, 2011

Latest Revision Date: January 26, 2012