



KENORA CATHOLIC DISTRICT SCHOOL BOARD

400 Personnel and Staff Relations Procedures

AP 421: Leave Attached to a Holiday

The Director of Education recognizes that from time to time, circumstances may arise where employees may need to request a leave attached to a statutory holiday or other board designated holidays. Statutory holidays are Labour Day, Thanksgiving, Christmas, Family Day, Good Friday and the Victoria Day. Board designated holidays are March Break and Easter Monday.

Therefore, the following rules and requirements will apply:

1. A maximum of two leave days attached to a holiday may be granted to an employee at the discretion of the principal.
2. Requests will be determined based on the ability to obtain a supply and that the employee's absence will not adversely affect student learning or the consistent operation of the school.
3. Requests will be granted by the principal on a first-come-first-serve basis. Principals will begin accepting requests for leaves attached to a holiday at the beginning of the school year for leaves in the same school year.
4. Each principal has a maximum number of leaves attached to a holiday that can be approved per school (see table below). Therefore, if a principal receives a number of leave requests that exceeds his/her approval limit the principal will then submit the applications to the Manager of Human Resource Services to be reviewed by the Executive Council Team. The Executive Council Team then has the discretion to approve addition leave requests as listed below. Again, leave requests will be granted on first-come-first-serve basis.

School	Teachers	Support Staff
École Ste-Marguerite Bourgeois	2	2
St. Louis School	2	2
St. John's Separate School	2	2
St. Thomas Aquinas High School	3	3
Pope John Paul II School	3	3
System Wide (Approved by Executive Council Team)	2	2

5. If an employee is approved for a leave attached to a holiday in one particular school year, they would normally not be approved for a leave attached to a holiday for the remainder of the current school year and the following school year.
6. Extenuating circumstances are subject to the approval of the Executive Council Team.
7. Leave refers to any approval of absence from the school including personal leave, vacation, Remembrance Day stat, and leave without pay.
8. This procedure does not apply to 12 month employees.
9. This procedure will be reviewed annually.

Form(s) associated with this procedure:

#004 – Application For Leave of Absence

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