SOUTH SLAVE DIVISIONAL EDUCATION COUNCIL

STAFF LEAVES OF ABSENCE
POLICY GCBD

PURPOSE

The GNWT Human Resource Manual, applicable employee handbooks and relevant Collective Agreements guide Superintendent decision making regarding staff requests for leaves of absence.

The Council further directs the Superintendent or designate with respect to specific leave requests not otherwise addressed.

REGULATIONS

General

- All leaves of absence shall be administered in accordance with the GNWT Human Resource Manual, applicable employee handbooks and relevant Collective Agreements.
- Approval of leave requests not governed by Collective Agreement provisions remains at the discretion of the Superintendent or designate, subject to operational requirements.
- Where there is a conflict between this policy and a Collective Agreement, the Collective Agreement shall prevail.

Short-Term Leave Without Pay (Special Circumstances)

Requests for short-term Leave Without Pay shall be considered in accordance with the applicable Collective Agreement, GNWT Human Resource Manual, employee handbook or other applicable terms and conditions of employment.

Where the request is discretionary, approval remains subject to the recommendation of the Principal, where applicable, and the approval of the Superintendent or designate, based on operational requirements.

Approved leave shall be confirmed in writing, including the duration and any conditions of the leave.

Long-Term Leave Without Pay

Staff may apply to the Superintendent for long-term Leave Without Pay, subject to the following conditions:

- The request must be determined by the Superintendent to be operationally feasible and, where applicable, of benefit to the school or Council
- Approval is subject to the Division's ability to secure appropriate replacement staff
- An indeterminate employee shall return to a position of equal classification and salary, subject to operational requirements and applicable Collective Agreement provisions
- Approved leave shall be confirmed in writing, including the duration and any conditions of the leave

For school-based staff:

- The Superintendent shall publish an annual deadline for submission of applications for Leave Without Pay for the upcoming school year
- The application must receive the recommendation of the Principal, confirming operational feasibility and position availability upon return

Two-Year Cumulative Leave Limit

No employee shall be granted more than two (2) consecutive years of cumulative discretionary leave, including leave with or without allowances granted through the NWTTA, GNWT or Leave Without Pay approved by the Superintendent, unless otherwise required by legislation or an applicable Collective Agreement.

References: GNWT Human Resource Manual
NWTTA & UNW Collective Agreements
Excluded Employees Handbook
Managers Handbook

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