



AP 2-121 – LEAVE FOR MEMORIAL EVENTS IN THE SCHOOL COMMUNITY

BACKGROUND

Subject to all existing agreements, the staff of Western School Division must complete an online request for leave through Bellamy Employee Self-Serve in order to actualize an entitled leave or a request for leave. The following procedures are in place for a memorial event in the school community which occurs during the instructional day.

PROCEDURES

To accommodate the staff and school's response to a death in the school community the following procedures are in place:

1. Schools will remain open and fully functional, unless the Superintendent has notified the Board that the circumstances are of significance to warrant the closing.
2. Schools will be able to send school administration and a staff representative to the memorial event. The substitute cost will be billed to the Division Office.
3. Staff may access a Personal Leave Day (Professional Staff) or Unpaid Leave Day to attend the memorial event.
4. Additional staff may be released to attend the memorial event, with notification to the Superintendent prior to the release. Substitutes will be arranged to teach classes. A record of all staff released to attend the event will be provided to the Superintendent by the Principal prior to the event.
5. Classes shall not be combined or left unattended at any time to facilitate the release of staff to attend memorial events. The learning environment must remain fully functional.
6. At all times students will be under the direct supervision of a qualified teacher or substitute teacher.
7. In all instances the Principal will convey the schools plan to the Superintendent prior to the memorial event.

Adopted: September 2010