



AP 2-120 – ROLES AND RESPONSIBILITIES OF PRINCIPALS: LEAVES OF ABSENCE

BACKGROUND

Any leave requests submitted to the Division Office on behalf of school staff assumes the full support of the school Principal. Please ensure that your Administrative Assistants are keeping you apprised of the requests which are being sent from the schools.

PROCEDURES

Principals in Western School Division have the authority to:

- **Inform** all new potential employees of leave provisions in Benefit Statements, Collective Agreements, policy and present day practice.
- Principals **do not have the authority to grant leave to a new or potential new hire beyond the Benefit Statements, Collective Agreements, policy and present day practice.**
- **Grant up to 2 days of unpaid leave to Support Staff.**
- The current provisions are that the Principal may grant this leave multiple times throughout the year as long as the leaves are non-consecutive or do not extend another leave.
- **Submit the request of a Support Staff member to the Superintendent for consideration of any leave of more than 2 days**, including the bookending of leaves of more than 2 days around weekends or holidays.
- **Submit the request of a staff member to the Superintendent for approval in accordance with the Collective Bargaining Agreement after verifying that the request is consistent with the Collective Bargaining Agreement.**
- **Leaves for Personal Leave and Extra-Curricular Leave should be submitted at least 7 business days prior to the leave being taken to ensure the staff member has accumulated the requested number of days according to Division Office records.**
- **Submit the request of a staff member to the Superintendent for leaves not covered under the Collective Bargaining Agreement.**
- **Grant Compassionate Leave in accordance with the Benefit Statement or the Collective Bargaining Agreement.**
- Compassionate Leave requests beyond that which is defined in the Benefit Statement or the Collective Bargaining Agreement may be granted with-out pay by the Superintendent. An application may be made in writing via the Superintendent to the Board when the employee returns to work to have the days which were granted by the Superintendent recorded as paid Compassionate Leave days.
- **Require a staff member who is sick for more than 3 consecutive days to submit a medical note to the division office.**

Adopted: October 2015