

LEAVE OF ABSENCE FOR COMMUNITY SERVICE BY TEACHING STAFF

Background

The Division recognizes that the involvement of staff members in community activities involving school-aged children is often beneficial to the provision of education, and further that this type of involvement occasionally places demands on teachers which conflict with their regular duties and necessitate special leave of absence.

Procedures

1. Personal leave provided pursuant to the Collective Agreement may be considered the primary source of leave for these situations.
2. Up to three (3) days leave of absence may be provided at the Superintendent's discretion. Remuneration for these days shall be at regular salary less the cost of a substitute teacher.
3. The leave provided by clause 2 shall only be available for participation in community service activities directly related to school aged children.
4. Additional leave of absence without pay may be requested pursuant to Administrative Procedure 408 – Personal Leaves of Absence.
5. Requests for leave under this Administrative Procedure are to be made in writing to the Superintendent prior to commencement of the leave and with as much advance notice as possible.

Adopted/Revised: JUN 2016/NOV 2019

Reference: Section 52, 53, 68, 196, 197, 204, 113, 225 Education Act
Employment Standards Code
Labour Relations Code
Section 248L, Canada Tax Act
Canada Income Tax Regulation 6801
Collective Agreements