



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES LEAVES OF ABSENCE

These procedural guidelines refer to all leaves of absence, paid and unpaid, for which an application process is followed, with the exception of political leaves.

In determining whether a leave of absence will be granted, the board will consider the following:

- Collective agreements, terms and conditions, and/or personal service contracts;
- Relevant legislation, including the Employment Standards Act;
- Nature and/or circumstances surrounding the leave request;
- Staffing needs of the system and availability of replacement staff;
- Equity and fairness in practice;
- Frequency / duration of the leave request.

Unpaid leaves of absence of more than a two-year period will not be granted.

#### Procedures

Employees considering a leave of absence will follow the process outlined below:

1. Consult their collective agreement, terms and conditions, personal service contracts, and/or relevant legislation to determine if they are eligible for such a leave.
2. Consult their union / association representative, if applicable and/or if desired.
3. Complete the form related to the type of leave requested. Such forms are available on the board website and should be completed and submitted as far in advance as possible.
4. Should no form related to the leave type exist (e.g., maternity leave, paternity leave, extended leaves without pay), contact the Manager of Human Resources in writing. The correspondence will serve as an official record of the request and will include the start date, end date, and reason for the leave request.
5. Within 15 business days of receiving the leave request, the Manager of Human Resources or designate will respond to the request in writing. If approved for the leave, employees must update their calendar in EasyConnect (if applicable) to demonstrate their unavailability during that time.