



Huron-Superior Catholic

DISTRICT SCHOOL BOARD

PROCEDURAL GUIDELINES POLITICAL LEAVES

a) TYPES OF POLITICAL LEAVES:

- i) Pre-Election Leave: Pre-election leaves may be granted by the Board commencing no earlier than the date of nomination of the applicant and terminating the date after the election.
- ii) Post-Election Leave: In the event the candidate is elected, the Board may grant a leave of absence to the employee for a period not to exceed one term of office to which the employee is elected.

b) APPLICATION FOR POLITICAL LEAVE:

The employee shall apply for political leave, in writing, to the Director of Education, who shall bring the request to the Board. The employee may request a Pre-Election Leave *only* or a combined Pre-Election Leave and a Post-Election Leave.

c) TERMINATION OF POST-ELECTION LEAVE:

- i) The employee may request, in writing to the Director of Education, the leave be terminated during any year during the term of the leave with 30 days notice provided.
- ii) The leave shall terminate on the conclusion of the first term of office to which the employee is elected. If the employee does not return to the Board at this time but instead decides to run for election for a further term, he/she may apply for a Pre-Election Leave. If the Pre-Election Leave is granted and if the employee is elected, his/her employment with the Board shall be terminated on the day after the election.

d) TERM OF THE LEAVE:

- i) Political Leaves shall be without pay and without benefits.
- ii) On return to the Board after the leave is terminated, the employee shall be assured a position, subject to the redundancy clauses in collective agreements, but no assurance shall be given regarding the occupational classification or location of the position.
- iii) Cumulative sick leave shall not be granted nor accumulated for the period of Political Leave.
- iv) Years of experience, years of service and seniority shall not accrue during Political Leave, unless otherwise specified by collective agreements. Upon return to the Board, the employee shall retain the number of years of experience and seniority credited the employee at the time the leave was granted.
- v) During the term of the Political Leave, vacation shall not be granted.