



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 must be in compliance with collective agreements, terms and conditions, and/or personal service contracts.

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. To request a leave of five working days or less, employees must log into EasyConnect and enter the date(s) of the absence with the desired reason selected. These requests should be submitted as far in advance as possible. If a leave is denied, the entry in EasyConnect will be cancelled.
4. For leaves of absence longer than five working days, (e.g., maternity leave, secondment, 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 notify their supervisor to enter the absence in EasyConnect