



LEAVES OF ABSENCE – PGDTA

APPROVED: 2015.06.23

POLICY

The Board of Education will provide for leaves of absence based on valid reasons.

The leaves included in this policy are in addition to those contained in the PGDTA collective agreement and those defined in the *Employment Standards Act*.

DEFINITIONS:

“Critical illness” is a physical condition which presents a significant threat to life. This would apply for the duration of any single day involving major surgery or days involving confinement to an intensive care ward, but not any subsequent hospital stay or requirement for home care.

“Emergency medical problem” is an unforeseen serious physical or mental condition which requires that the employee make arrangements for family care. This does not apply to situations where a child or other family member contracts a non-emergency illness which may necessitate care in the home or elsewhere.

“Employee” for the purposes of this policy is any person paid under the provisions of the collective agreement between the Board of Education of School District No. 57 and the Prince George District Teachers’ Association (PGDTA).

“Extended leave” may be defined as being a minimum of 20 school days and a maximum of one year.

“Illness” is a physical or mental condition sufficiently incapacitating to prevent an employee from going to work.

“Immediate family” means spouse (including common-law) children, parents, siblings, parents-in-law, grandparents, grandchildren and any relative who lives in the home of the employee.

For leaves contained in the *Employment Standards Act*, the definition of “Immediate Family” is that contained in the *Act*. For leaves contained in the collective agreements, the definition of immediate family is contained in each applicable article.



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“Loss of full salary” means the individual shall not be paid his or her salary during the leave of absence. The daily deduction from pay equals gross annual salary divided by 200.

“Medical appointment” includes visits to a general practitioner, specialist physician or naturopathic physician or appointments for the purposes of undergoing medical assessment or procedures prescribed by a physician. It does not include visits to the dentist or dental specialist (e.g. orthodontist), physiotherapist, chiropractor, optometrist, optician, counsellor or other health care providers unless such services are not available in the employee’s home community (Mackenzie or Robson Valley).

“PGDTA” is the Prince George District Teachers’ Association.

“School-based” refers to employees who normally carry out their duties and responsibilities at school locations.

Responsibility Centre: Director of Human Resources

References: *School Act*, Section 85

Collective agreements

Employment Standards Act



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PREAMBLE

The Board of Education recognizes that employees may require leaves of absence to accommodate personal needs.

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REGULATIONS:1. Immediate Supervisor

The school principal or the employee's immediate supervisor shall have the authority to approve the following leaves:

1.1. Leaves with Full Salary1.1.1. **Illness in the Immediate Family**

Time taken to care for illness in the immediate family will be deducted from the employee's available sick leave accrual, to a maximum of five days per school year.

1.1.2. **Emergency Medical Problem in the Immediate Family**

In the instance of a sudden emergency medical problem in the immediate family, an employee may be granted leave with full salary for up to one day to make arrangements for family care.

1.1.3. **Critical Illness in the Immediate Family**

In the event of critical illness in the immediate family, an employee may be granted a leave of absence with full salary for up to five days. Access to this leave will be granted one time per twelve-month period per immediate family member. This leave may not be split into two or more shorter leaves.

1.1.4. **Medical Appointment for Employee**

Medical appointments, including time required for travel, will be deducted from the employee's available sick leave accrual.

1.1.5. **Detached Duty, In District**

An employee may be granted a leave of absence with full salary for the term necessary to share, in a resource capacity, his or her professional expertise with staff of another school within School District No. 57.

1.1.6. **Professional Development, In District**

Upon recommendation by the appropriate funding authority, an employee may be granted a leave of absence with full salary for the time necessary to attend an appropriate in-district conference, seminar, workshop or school visit for the purpose of professional growth.



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1.1.7. **Detached Duty, Out of District**

An employee may be granted a leave of absence with full salary for time necessary to share, in a resource capacity, his or her professional expertise with outside agencies.

1.1.7.1. The school district shall recover, as required, the full substitute costs from the agency receiving the benefit of the employee's expertise.

1.1.8. **Professional Development, Out of District**

Upon recommendation by the appropriate funding authority, an employee may be granted leave of absence with full salary for the time necessary to attend an appropriate out-of-district conference, seminar or workshop for the purpose of professional growth.

1.2. Leaves with Loss of Full Salary

1.2.1. **Funeral Attendance**

An employee may be granted a leave of absence with loss of full salary for funeral attendance.

1.2.2. **Participation in Social, Cultural or Athletic Events**

An employee may be granted a leave of absence with loss of full salary for up to five days per school year to participate as a contestant, coach or delegate in contests or conventions at the regional, provincial, national or international level, or to attend a social or cultural event.

2. Director of Human Resources

The Director of Human Resources, in consultation with the school principal or the employee's immediate supervisor, shall have the authority to approve all leaves contained within the PGDTA collective agreement or the *Employment Standards Act*, with the exception of sick leave and discretionary days, which may be approved by the principal or immediate supervisor.



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The Director of Human Resources shall also be responsible for approving the following leaves:

2.1. Leaves with Full Salary

2.1.1. **Extensions of Leave for Critical Illness in the Immediate Family**

2.1.2. **Extensions of Leave for Bereavement**

An extension may be granted, upon request.

2.2. Leaves with Loss of Full Salary

2.2.1. **Extended Leave**

2.2.1.1. Extended leave may be granted from a specific school or district office department.

2.2.1.2. Extended leave may be granted to an employee on continuing appointment who is rated as a satisfactory employee and who has a minimum of five years' continuing contract service in the district.

2.2.1.3. Application for extended leave must be made not less than four months in advance of the expected date for commencement of the leave. Requests for leaves commencing in September must be received by February 28.

2.2.1.4. Employees with a full-time continuing contract may request extended leave for a portion of their full-time assignment.

2.2.1.5. Extended leave shall be without pay, but the employee shall be entitled to continuation of all eligible employee benefits, provided that it is at no cost to the Board. Premium payments must be received at least one month in advance of due dates. Non-payment will result in cancellation of benefits.

2.2.1.6. Where the duration of the leave granted includes the entire school year, it is the responsibility of the employee to advise the Human Resources Department in writing, at least four months prior to the expiration of the leave, of his or her employment preferences upon return.



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- 2.2.1.7. The district shall attempt to satisfy the employee's preference; however, if this is not possible, the employee shall be reassigned to a position in the district for which he or she is deemed to be suitably qualified.
- 2.2.1.8. Full- or part-time extended leave may be granted for a maximum of two consecutive years. After the second year the leave ends and the employee must either return to work at the level of his or her original contract or reduce his or her contract to the level of the previous year's employment.

2.2.2. **Political Office**

An employee seeking election to the provincial legislature or federal parliament may request leave under the extended leave regulations of this policy for the period preceding the election in which the employee is a candidate. Such leave shall be without pay.

An employee shall be free to assume positions of local responsibility, provided that such responsibilities shall not interfere with the efficient performance of the employees' duties to the Board, and there shall be no additional costs to the Board.

2.2.3. **Department of National Defense Secondments and Teacher Exchanges**

A teacher may be granted a leave of absence, at no cost to the Board, to accept secondment to the Department of National Defense or to another educational jurisdiction that has concluded a reciprocal teacher exchange agreement with the Province of British Columbia. Such a leave will normally not exceed two years and will be subject to the following guidelines:

- 2.2.3.1. The teacher will have a minimum of five years' service in the district at the time the leave begins.
- 2.2.3.2. The teacher will possess a professional certificate
- 2.2.3.3. The teacher will have the recommendation of the appropriate principal and Assistant Superintendent.
- 2.2.3.4. The teacher will demonstrate that the specific criteria of the sponsoring agency have been met.



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2.2.4. **Secondments**

An employee may be granted a leave of absence, at no cost to the Board, to accept secondment to a university, teachers' association or other recognized institution or organization. Such a leave will normally not exceed two years and will be subject to the following guidelines:

- 2.2.4.1. The employee will have a minimum of one year's service in the district at the time the leave begins.
- 2.2.4.2. The employee will possess a valid teaching certificate.
- 2.2.4.3. The employee will demonstrate that the specific criteria of the sponsoring agency have been met.
- 2.2.4.4. The employee or the seconding agency must provide the school district with a monthly record of employee absences.

2.3. Other Leaves

2.3.1 **Special Leave**

In extraordinary circumstances arising out of unique situations not covered by the regulations above, application for leave without pay may be made to the principal or immediate supervisor, and leave with pay to the Director of Human Resources. The Director of Human Resources may determine whether such leave shall be with full salary or loss of full salary.

Examples of leaves which may be granted are:

Typically with pay

- Receiving Canadian citizenship.
- Employee's own convocation ceremony.
- Examination leading to the development of an employee's professional credentials.
- Participation in provincial emergency programs, where the employee's services are specifically requested by the RCMP or the Provincial Emergency Program regional office.



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Typically without pay

- Attendance at employee's own marriage or that of an immediate family member.
- Leave for reasons based on religious convictions.
- Summer school attendance, where sessions begin before the end of the school year.
- Community service, where the employee is a member of the executive of a community service groups or of a provincial association.
- Job interview with an employer other than School District No. 57.

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ADMINISTRATIVE PROCEDURES:

1. Leave Request Procedures

- 1.1. All leaves must be requested through the leave application process.
- 1.2. Leave applications must be submitted for approval five working days prior to the day on which the leave is to commence.
- 1.3. In emergent circumstances, leave may be granted on verbal application, to be followed by submission of a leave application and approval form.

2. Absence Without Leave

Employees absent without approved leave shall be subject to the disciplinary process.

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QUICK REFERENCE GUIDE

Reason for Leave Request	Regulation Number	PGDTA Collective Agreement Clause	Legislation	With or Without Pay	Approval	Responsibility for TTOC cost
Adoption		G.24		With	Director of HR	Director of HR
Bereavement		G.4	<i>Employment Standards Act, S. 53</i>	With or Without, as per Collective Agreement	Principal / Director / Supervisor	School
Bereavement – Extension of Leave	2.1.2			With	Director of HR	Director of HR
Beginning Teachers		D.28		(Up to 2 days) With	Principal / Director of HR	School
Committee Membership		A.5		With	Principal / Supervisor	Department requiring the teacher's service
Compassionate Care		G.2	<i>Employment Standards Act, P.6, S.52.1</i>	With (EI top-up)	Director of HR	N/A
Critical Illness in the Immediate Family	1.1.3			With (up to 5 days)	Principal / Supervisor	School
Critical Illness in the Immediate Family – Extension of Leave	2.1.1			With	Director of HR	Director of HR



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Reason for Leave Request	Regulation Number	PGDTA Collective Agreement Clause	Legislation	With or Without Pay	Approval	Responsibility for TTOC cost
Department of National Defense	2.2.3			Without	Director of HR	N/A
Detached Duty, In District	1.1.5			With	Principal / Supervisor	Department requiring the teacher's service
Detached Duty, Out of District	1.1.7			With	Principal / Supervisor	Organization requiring the teacher's service
Discretionary Leave (with pay)		G.29		(one day) With	Principal / Supervisor	School
Discretionary Leave (without pay)		G.5		(three days) Without	Principal / Supervisor	School
Educational Leave		G.28		Without	Director of HR	N/A
Emergency Medical Problem in the Immediate Family	1.1.2			(One day) With	Principal / Supervisor	School
Extended Leave	2.2.1			Without	Director of HR	N/A
Family Responsibility			<i>Employment Standards Act, S. 52</i>	(Up to 5 days) Without	Principal / Supervisor / Director of HR	School
Funeral Attendance	1.2.1			Without	Principal / Supervisor	N/A



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Reason for Leave Request	Regulation Number	PGDTA Collective Agreement Clause	Legislation	With or Without Pay	Approval	Responsibility for TTOC cost
General Leave		G.30		Without	Director of HR	N/A
Illness in the Immediate Family	1.1.1			With (sick leave – up to five days)	Principal/ Supervisor	School
Jury Duty and Appearances in Legal Proceedings		G.27	<i>Employment Standards Act, S. 55</i>	With or without, as per Collective Agreement	Director of HR	School
Maternity Leave		G.22	<i>Employment Standards Act, S. 50</i>	Maternity top-up SD 57/E.I.	Director of HR	N/A
Maternity Leave, Extended				Without	Director of HR	
Medical Appointment for Employee	1.1.4			With (sick leave)	Principal / Supervisor	School
Parental Leave		G.26	<i>Employment Standards Act, S. 51</i>	E.I.	Director of HR	N/A
Parenthood		G.23		Without	Director of HR	N/A
Participation in Social, Cultural or Athletic Events	1.2.2			Without	Principal / Supervisor	School



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Reason for Leave Request	Regulation Number	PGDTA Collective Agreement Clause	Legislation	With or Without Pay	Approval	Responsibility for TTOC cost
Paternity		G.25		With	Director of HR	Director of HR
PGDTA / BCTF PEA Business		A.22, A.23		With	Director of HR	PGDTA / BCTF
Political Office	2.2.2			Without	Director of HR	N/A
Professional Development, In District	1.1.6			With	Director of HR	Varies
Professional Development, Out of District	1.1.8			With	Principal / Supervisor (Assistant Superintendent if out of province)	Varies
Recognition of Service		LOU		(Up to 5 days) Without	Principal / Supervisor Director of HR	School
Reservists' Leave			<i>Employment Standards Act, S. 52.2</i>	Without	Principal/ Supervisor / Director of HR	N/A
Secondment – University or Other	2.2.4			Without	Principal / Supervisor	N/A
Self-Funded Leave Plan		G.31		N/A	Director of HR	N/A



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Reason for Leave Request	Regulation Number	PGDTA Collective Agreement Clause	Legislation	With or Without Pay	Approval	Responsibility for TTOC cost
Sick Leave		G.20		With	Principal / Supervisor / Director of HR	School
Sick Leave – Extension of Leave		G.21		Without	Principal / Supervisor / Director of HR	District
Special Leave e.g. Canadian citizenship, own convocation, examination, Prov. Emergency Prog.	2.3.1			Typically with	Principal / Supervisor Director of HR	Director of HR
Special Leave e.g. Own marriage, religious conviction, summer school, community service, job interview	2.3.1			Typically without	Principal/ Supervisor/ Director of HR	School
Teacher Exchange	2.2.4			Without	Director of HR	N/A
TTOC Conducting Union Business		G.7		With	Director of HR	PGDTA / BCTF

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