


Administrative Procedures 415

Leaves

		Adopted: June 28, 2011
	External References: <ul style="list-style-type: none">• Education Act: Sections 85, 175• The Saskatchewan Employment Act• Sun West Teacher Local Bargaining Agreement• CUPE Local 4802 Collective Bargaining Agreement	Amended: July 31, 2018
		Internal References: <ul style="list-style-type: none">• AP 415 Leaves - Appendix A – Approved Extra-Curricular Activities• Form 407-4 Acting Principal's Allowance & Extra Time for Part Time Teachers• Form 415-2 Extra-Curricular Leave Documentation (Teacher/Support Staff)• Form 415-2 Extra-Curricular Leave Documentation (Teacher/Support Staff)• Form 415-3 Noon Supervision Declaration• Form 415-3a Noon Supervision Plan• Form 415-4a 2018-19 Noon Supervision Schedule (6 Day Cycle) Full Year• Form 415-4b 2018-19 Noon Supervision Schedule (6 Day Cycle) 2nd Semester• Form 415-4c 2018-19 Noon Supervision Schedule (Monday to Friday) Weekly• Form 415-4d 2018-19 Noon Supervision Schedule (Monday to Friday) 2nd Semester

Background

Division employees may request leaves of absence for personal or professional reasons. Leaves of absence will be granted to employees in accordance with legislation, employee agreements, and these administrative procedures.

Guiding Principles:

- The needs and interests of students are to be of primary consideration when granting leaves of absence.
- The individual hired is the best person to fulfill the role and responsibilities of the position; therefore it is important that the individual be present.
- The school year is set in advance and employees are expected to plan scheduled absences during school breaks and holiday periods.
- Professional development days require the attendance of all staff involved unless there are extenuating circumstances.
- A suitable substitute teacher or casual employee must be available and in place to ensure the least disruption to the learning environment.

Procedures

1. Administration of Leaves

- 1.1 Employees will submit requests for short-term leaves of absence in Absence Management (Aesop).
- 1.2 Requests for the following leaves may be made to the Principal or immediate supervisor:
 - 1.2.1 Same-day absences (illness or sudden crisis) reported by 8:00 a.m. whenever possible.
 - 1.2.2 Up to one day (leave without pay) for funerals not covered in a collective agreement.

- 1.2.3 Up to one day (leave without pay) for personal reasons not covered in a collective agreement.
- 1.3 Requests for compassionate leave (with pay) for serious illness, will require communication with the Human Resources Supervisor.
- 1.4 For long-term leaves such as maternity, education leave, etc., a letter is to be submitted to the Human Resources Supervisor.
- 1.5 Employees are expected to limit requests for leave without pay for personal reasons during the school year to a maximum of 5 days. Leaves of multiple days will not be approved in consecutive years except in extenuating circumstances.
- 1.6 All requests for planned leaves must be approved in advance.
- 1.7 Absences due to unavoidable circumstances such as impassible roads or Acts of God may be excused with a short term leave granted, with or without pay, for one day or more at the discretion of the Human Resources Supervisor.
- 1.8 The Director may approve leaves such as secondments to the Ministry of Education and other educational institutions or agencies.

2. Earned Leaves

2.1 Extra-Curricular

- 2.1.1 Employees may have access to earned leaves as outlined in their applicable collective agreement.
- 2.1.2 The employee will submit Form 415-2 Extra-Curricular Leave Documentation (Teacher/Support Staff) to the Principal or immediate supervisor, who will review the entries, approve and forward to the Employee Benefits Officer.
- 2.1.3 Approved activities for earned leave are listed in Administrative Procedures 415 Leaves - Appendix A - Approved Extra-Curricular Activities. Activities not listed require Superintendent of Education approval.

2.2 Noon Supervision

- 2.2.1 Employees may have access to earned leaves as outlined in their applicable collective agreement.
- 2.2.2 Earned leave for noon supervision will be administered in accordance with the Sun West Teacher's Local Bargaining Agreement, or the CUPE Local 4802 Collective Agreement.
- 2.2.3 Teachers shall notify the principal, in writing, of their intentions regarding noon supervision by June 1 of the preceding school year, or within two (2) weeks of the start date of employment.
- 2.2.4 Employees will be granted earned leave based on the Noon Supervision Schedule as submitted by the principal using one of the following forms:
 - 2.2.4.1 Form 415-4a Noon Supervision Schedule (6 Day Cycle) Full Year
 - 2.2.4.2 Form 415-4b Noon Supervision Schedule (6 Day Cycle) Alternate 2nd Semester
 - 2.2.4.3 Form 415-4c Noon Supervision Schedule (Monday to Friday)
 - 2.2.4.4 Form 415-4d 2018-19 Noon Supervision Schedule (Monday to Friday) 2nd Semester

2.2.5 Principals will submit an initial Noon Supervision Schedule in September and during the year if there are changes with a final copy submitted in June.

3. Deferred Salary Leave – Teachers

3.1 Requests for Deferred Salary Leave are to be forwarded to the Human Resources Supervisor.

4. Leave for Political Office

4.1 Employees who seek election to municipal, provincial or federal government shall upon request to the Human Resources Supervisor be granted leave of absence in accordance with the provisions of *The Saskatchewan Employment Act* or its regulations.

5. Request by Other Organizations

5.1 A written request from an organization not affiliated with the Division, (Reading Council, Autism Society, etc.) shall be forwarded to the Superintendent of Education who in consultation with the Director will determine whether the leave is approved.

5.2 The employee will communicate with the Superintendent of Education their intent to access the leave.

5.3 The Division is not responsible for any expenses incurred, such as mileage, meals or accommodation(s).

5.4 The final agreed to terms will be communicated in writing from the requesting organization to the Division and a response in writing will be provided.

6. Teacher Exchange

6.1 The Division may nominate and assign staff members to teacher exchange programs.

6.2 The Director will approve a limited number of applications from Division teachers wishing to exchange with teachers from other provinces or countries, as provided through the Ministry of Education program for teacher exchange.

6.3 Applications are to be prepared in consultation with the Human Resources Supervisor.

7. Funeral Leave

7.1 In the event of the loss of a current Division student:

7.1.1 The Division will make every effort to support the school by providing staff to cover to allow all staff to attend the funeral service. Staff attending the funeral will suffer no loss in pay/salary. Internal coverage, when feasible, can be arranged to allow additional staff members to attend.

7.2 In the event of the loss of a former Division student:

7.2.1 Schools may send representatives by using internal coverage to allow for staff members to attend. When internal coverage is not possible, one staff member may represent the school at the funeral service. Additional staff members may attend the funeral and may access leave (with or without pay) in accordance with their collective agreement.

7.3 In the event of the loss in the immediate family (parent or sibling) of a current Division student:

7.3.1 We recognize and appreciate the support for the student and family by sending a staff representative to attend the funeral service using internal coverage. When

internal coverage is not possible, one staff member may represent the school at the funeral service. Additional staff members attending may access leave (with or without pay) in accordance with their collective agreement.

7.4 In the event of the loss of a current Division employee:

7.4.1 The Division will make every effort to support the school by providing staff to cover to allow all staff to attend the funeral service. Staff attending the funeral will suffer no loss in pay/salary. Internal coverage, when feasible, can be arranged to allow additional staff members to attend.


7.4.2 Internal coverage may be used to allow staff members in other schools or locations to attend the funeral. When internal coverage is not possible, one staff member may represent the school at the funeral service.

7.5 In the event of the loss in the immediate family (spouse or child) of a current Division employee:

7.5.1 Schools may send representatives by using internal coverage to allow for staff members to attend. When internal coverage is not possible, one staff member may represent the school at the funeral service. Additional staff members attending may access leave (with or without pay) in accordance with their collective agreement.

Administrative Procedures 415 - Appendix A

Approved Extra-Curricular Activities

		Adopted: June 28, 2011 Amended: July 31, 2018
	External References:	Internal References:

Extra-curricular activities are considered to be those that are beyond the required hours of instruction and include the direct involvement of students.

Please refer to the Sports/Physical Activity Handbook regarding High Risk Activities.

Athletics <small>(Extra-curricular, out of school portion only)</small>	Clubs <small>(Extra-curricular)</small>	Other
Archery	Art	Babysitting Course <small>(After school hours – non-school activity)</small>
Badminton	Audio Visual	Band/Band Trip
Basketball	Book	Bottle Drive Supervision
Cheerleading	Camping	Choir/Hand Bell Choir
Cross Country	Can West Spelling Bee	Christmas or Spring Concert <small>(Evening performance only)</small>
Curling	Ceramic	Concession Supervision
Fitness/Weight Room Supervision	Chess	Dance Supervision
Floor Hockey	Choral Speaking	Destination Imagination
Football	Circus Club	Dinner Theatre
Fun & Fitness (Noon Fitness)	Crochet and Knitting	Drama
Golf	Debate	Family Fun Night (Carnival)
Intramurals	Environmental	Fowl Supper Advisor
Ski Trips	Guitar	Fundraising
Soccer (Indoor and Outdoor)	Horticultural	Gender/Sexuality
Softball	Kids Cooking Club/in the Kitchen	Graduation Preparation <small>(School-sponsored portion working with students)</small>
Tournament Supervision (Hallway)	Language	Heritage Fair <small>(Regional, provincial or national level only)</small>
Track & Field	Lego	I AM
Unpaid Local Officiating	Math	Jazz Band
Volleyball	Music	Music Lessons Supervision – Heart of the City (Teacher Supervisor present)
Yoga Club	Outdoor Adventure Club/S.W.A.T.	Newspaper/ Newsletter (Student)
Wrestling	Peace	Peer Mediation Cadre
	Recycling Projects	SADD
	Science	Safety Patrol
	Sewing	Saskatchewan Skills Competition
	Sign Language	Science Fair <small>(Regional, provincial or national level only)</small>
	Skipping	SRC/SLC
	Speed Stacking	Talent Night
	Train Club	Website Group
	Travel (Within Canada)	Yearbook
	Video	Youth Making Change & Relationships/Students Making a Difference (SMAD) (Out of school portion)
	Woodworking/Welding Club	