



Staff Requests for Extended Leave

Purpose

The purpose of this procedure is to provide clear guidance for staff requesting extended leave for vacation or personal reasons during instructional periods. While recognizing the importance of personal time and work-life balance, this procedure aims to minimize disruptions to teaching, learning, programming, and overall school/divisional operations.

Scope

This procedure applies to all staff employed by Park West School Division, including:

- Teachers
- Educational Assistants
- Custodians
- Librarians
- Secretaries
- Bus Drivers
- Divisional office staff

It specifically addresses leave requests beyond standard leave provisions outlined in collective agreements or contracts, including:

- Extended leave of three (3) or more consecutive days
- Repeated or cumulative leave requests over the school year (e.g., two days per month or three general leave requests by a CUPE employee in one year)

Staff are responsible for reviewing their collective agreements or contracts for information on standard leave entitlements.

Definitions

Extended Leave refers to leave of three or more consecutive days or repeated/cumulative leave over the course of the school year. This includes situations such as two days per month or three general leave requests by a CUPE employee in one year.

Instructional Period means days when students are receiving formal instruction, excluding holidays, professional development days, or other non-instructional days identified on the divisional calendar.



Unpaid Personal/General Leave is leave that falls outside the entitlements provided in collective agreements or contracts. Approval of such leave may result in a full salary deduction for the period of absence.

Exceptional Circumstances are situations requiring leave outside the recommended or preferred periods due to unforeseen personal, family, or urgent matters that cannot be scheduled during regular leave periods.

General Guidelines

1. Regular Leave Requests

- Normal leave requests should be submitted to the staff member's principal or supervisor for approval, following existing divisional procedures.

2. Preferred Leave Periods

- Staff are encouraged to schedule extended leave during divisional holiday periods to minimize impact on students and school operations.

3. Substitute Availability

- Personal leave approval is subject to the availability of a qualified substitute or replacement.
- Leave will not normally be granted on administrative, professional development, or parent/teacher days, unless a special exemption is approved by the Division.

Procedure for Exceptional Circumstances

1. Direct Request to Divisional Administration

- *Educational Assistants*: Requests for extended or unpaid personal leave during instructional periods must be submitted in writing to the Director of Student Services before completing any leave forms.
- *All other staff*: Requests should be submitted in writing to the Superintendent.
- This ensures assessment of potential impacts and exploration of solutions to minimize disruption.

2. Travel and Accommodation Plans

- Staff should not finalize travel arrangements until leave approval is confirmed.
- This precaution will help avoid complications from potential cancellations and ensure that your absence can be adequately managed.



3. Review Process

- The Superintendent and/or Director of Student Services will consult with the school principal or supervisor to assess the impact on teaching, learning, and operations.
- Past leave patterns may also be considered.
- A decision will normally be communicated within one week of the request.

4. Salary Considerations

- Approved leave not covered under collective agreements may result in a full salary deduction for the absence.

Responsibilities

- **Staff Members:** Submit leave requests in accordance with this procedure and await confirmation before making plans.
- **Superintendent / Director of Student Services:** Review leave requests, assess operational impact, and communicate decisions.
- **Principals / Supervisors:** Provide input on operational impact and assist in planning for substitutes.

Monitoring and Review

- The Division may adjust this procedure based on staff feedback and changing operational circumstances.
- Staff are encouraged to provide feedback to divisional administration regarding this procedure.