




## Leaves of Absence – Secondments

### **Administrative Regulation 208.1**

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1. All requests must be submitted, in writing, to the assistant superintendent of Human Resource Services.
  - a. All secondments shall be for a fixed period of time and in accordance with terms as specified in a contract of agreement.
  - b. Secondments shall be considered on the demonstrated need of the organization and in keeping with the staffing needs of the district.
2. The purpose of a secondment may be to lend an organization the expertise possessed by an individual employee and/or provide the secondee with a different type of experience that will benefit him/her and in return benefit the district.
3. During the period of secondment, the individual continues to be on the staff of the Edmonton Catholic Separate School District No. 7 and is paid by the district. The seconding institution reimburses the Edmonton Catholic Separate School District No. 7 for the monies paid out by the district for the salary and benefits of the individual on secondment.
4. The secondee returns to the Edmonton Catholic Separate School District No. 7 at the end of the period of secondment with all rights and privileges which he/she had prior to the secondment. Experience increments are earned while on secondment.

Reference: School Act Section 111(1.e)	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 203	Date(s) Revised: June 12, 2002