


Leave of Absence



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 208

1. A leave of absence may be granted by the superintendent subject to the terms and conditions of a collective agreement or terms and conditions of employment for employees exempt from a collective agreement.
2. The following guidelines are to be used in granting a leave of absence that does not fall within the scope of a collective agreement or terms and conditions of employment for employees exempt from a collective agreement.
 - a. Leaves may be granted according to the following:
 - i. full salary,
 - ii. full salary less cost of substitute service,
 - iii. partial salary, or
 - iv. without salary.
 - b. All staff granted leave of absence under the above shall receive a letter indicating the terms and conditions under which the leave of absence is granted.
 - c. Requests for leaves will be considered and decided on the merits of each individual case, keeping in mind the staffing needs of the district.
3. Such requests must be submitted, in writing, to the assistant superintendent of Human Resource Services or designate.

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

