

**AVON MAITLAND DISTRICT SCHOOL BOARD  
ADMINISTRATIVE PROCEDURE  
NO. 429**

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**SUBJECT: LEAVES OF ABSENCE: STAFF**

Legal References: *Ontario Regulation 99/02 Teacher Performance Appraisal Section 7: Time Excluded from Appraisal Cycle; Employee Collective Agreements; Terms and Conditions of Employment*

Related References: *Administrative Procedure 402 Attendance Reporting: Staff*

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**1. Leaves of Absence**

This administrative procedure provides guidelines for leaves of absence.

**2. Administrative Procedures**

**2.1 Unpaid Leaves of Absence**

- 2.1.1 All requests for unpaid leave of absence must be directed to the human resources department as follows:
  - a) Teaching and Non-Union Management Staff: Superintendent of Education (Human Resources)
  - b) Support Staff - Union and Non-Union: Manager of Human Resources
- 2.1.2 The terms of such unpaid leave of absence shall be as outlined in the applicable collective agreement or established terms and conditions of employment.
- 2.1.3 Requests from school-based staff members to extend holiday periods will not normally be granted.

**2.2 Paid Leaves of Absence**

Paid leaves of absence may be requested and will be administered in accordance with the applicable collective agreement or established terms and conditions of employment.

**2.3 Reporting Leaves of Absence**

Attendance of staff while on leave of absence will be reported using the method determined by the administrative office.