

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

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*

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.