



DIVISION: HUMAN RESOURCES

Policy #: HR-802

POLICY NAME
TEACHER LEAVE

POLICY STATEMENT

All leaves from positions with the Newfoundland and Labrador English School District (NLESD) for individual teachers shall be granted in accordance with the NLTA Collective Agreement and relevant legislation.

BACKGROUND

The NLESD supports and values employee professional development, and is sensitive to the personal needs of employees. The purpose of the Teacher Leave Policy and related administrative procedures/regulations is to ensure that the approval process for teacher leave requests is transparent and efficient, and outlines the process for the requesting, reviewing, and the granting of leaves.

SCOPE

This policy applies to all teaching staff as defined by the NLTA Collective Agreement.

DEFINITIONS

DISCRETIONARY LEAVE

Any leave which appears as a 'may' clause in the NLTA Collective Agreement and can be granted at the discretion of the School District.

NON-DISCRETIONARY LEAVE:

Any leave which appears as a 'shall' clause in the NLTA Collective Agreement.

SECONDMENT:

Occurs when a teacher is temporarily assigned, with employer consent.

APPROVED: April 14, 2014

EFFECTIVE: September 1, 2014

AMENDED: _____

POLICY DIRECTIVES

1. The NLESD recognizes and supports the following types of extended leaves:
 - a) Paid Educational Leave
 - b) Professional Leave
 - c) Maternity/Paternity/Adoption/Parental Leave
 - d) Sick Leave
 - e) Deferred Salary Leave
 - f) District Approved Leave
 - g) Teacher Secondments
 - h) Leave Without Pay
2. All extended leaves shall be submitted in writing to the Assistant Director of Human Resources.
3. All discretionary leave requests shall be submitted in writing or electronically and on the official NLESD Leave Request Form. The Principal's signature indicates support of the requested leave. All requests for discretionary leaves will be decided after consideration of the impact on student instruction and operational issues.
4. Teachers shall adhere to the time requirements for each type of leave as specified in the NLTA Provincial Collective Agreement. This applies to length of leave and advance notices.
5. Where advance written requests are not specified in the Collective Agreement, a general two-week advance request for short-term leave is required. For emergencies or instances with unavoidable time restraints, a telephone call from the school principal to the appropriate Assistant Director shall be considered. In such cases, a written request should be forwarded as soon as possible.
6. The NLESD maintains its right to request a medical certificate from any teacher should circumstances warrant.
7. Once a leave of absence has been granted and a replacement teacher has been employed, the applicant cannot return to his/her position until the end of the period for which the leave was granted unless otherwise stated in the contract.

APPROVED: April 14, 2014

EFFECTIVE: September 1, 2014

AMENDED: _____