

POLICY STATEMENT

The Eastern School Board will grant leave to teachers in keeping with a balance of the benefits of time away from one's position with student needs as well as stability and consistency for schools. This policy is in accordance with the NLTA Collective Agreement and appropriate legislation.

RATIONALE

The Eastern School Board is committed to developing policy and practice as a Professional Learning Community. Inherent in any learning community is a high level of support for the personal and professional needs of each teacher. This support often requires that leave be granted. The reasons for granting leave to teachers are many and varied, including but not limited to educational, personal, and medical. It is likely that the demand for leave will exceed the Eastern School Board's capacity to respond, therefore, the Eastern School Board deems it necessary to establish policy for the granting of leave to teachers in order to ensure that the processing of teacher leave requests is both transparent and efficient.

SCOPE

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

PROCEDURES

1. The Eastern School District will establish Administrative Regulations that govern the application of this policy. These regulations will ensure that the process is transparent and efficient.
2. The Administrative Regulations will be reviewed by the CEO/Director of Education in collaboration with the Administrative Council.
3. The Eastern School District will recognize and support requests for leave to contribute to the efforts of the Canadian Armed Forces domestically and abroad.
4. The Eastern School Board recognizes and supports the following types of leaves:
 - i. Paid Educational Leave
 - ii. Professional Leave
 - iii. Maternity/Adoption Leave
 - iv. Sick Leave
 - v. Deferred Salary Leave
 - vi. District Approved Leave
 - vii. Teacher Secondments
 - viii. Leave without pay

5. All discretionary leave requests must be in writing and on the official Eastern School District Leave Request Form. The Principal's signature indicates support of the requested leave.
6. Teachers must adhere to the time requirements for each type of leave as specified in the Collective Agreement. This applies to length of leave and advance notices.
7. 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 or his/her designate for approval, will be considered. In such cases, a written request should be forwarded to the Assistant Director as soon as possible.
8. The following factors will be considered in granting unpaid leave
 - i. The effect that granting of leave will have on students
 - ii. The availability of a suitable and qualified candidate
 - iii. The timing of request in relation to the school calendar
9. The School District maintains its right to request a medical certificate from any teacher for any absence should circumstances warrant.
10. 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.