



CALGARY BOARD OF EDUCATION

Administrative Regulation 4013 - Leave of Absence

The Board supports granting temporary leaves of absence to employees, taking into account the needs of the organization as well as those of the employee.

In addition to leave provisions outlined in the various collective agreements and established Employment Practices and Procedures applicable to non-unionized employees, the following leaves are permitted.

1. LOAN OF SERVICE (SECONDMENT)

Leave will be granted to teachers for the purpose of undertaking full-time teaching while on loan to:

- a. The Department of National Defense.
- b. The Canadian Department of External Affairs.
- c. Agency of Canadian University Service Overseas.
- d. The University of Calgary.
- e. The Department of Education.
- f. A school board either in or outside of Canada, if an agreement has been reached for exchange or loan of the teacher's service.
- g. Any other agency where an exchange or loan agreement has been approved by the Chief Superintendent.

In all such cases, the Calgary Board of Education must be relieved of payment of the teacher's salary or arrangement for reimbursement of the teacher's salary must be in place prior to the commencement of the leave.

2. WRITING EXAMINATIONS

Leave may be granted to write an examination which is written for the purpose of increasing academic or professional qualifications. Leave shall be granted with pay.

3. CONVOCATION

Leave may be granted to attend the convocation of the individual or immediate family: spouse, son or daughter. Leave shall be granted with pay for a maximum period of one day in any year.

4. **MEMBERSHIP IN PROFESSIONAL ASSOCIATIONS**

Leave may be granted to attend executive meetings or conventions of a national organization closely associated with educational activities, with the approval of the Superintendent of Human Resources. Such leave may be with pay, with substitute reimbursement or without pay depending upon the circumstances.

5. **TEMPORARY LEAVE - MEMBERSHIP IN OUTSIDE ORGANIZATIONS**

Employees belonging to outside organizations must make written application for personal leave to attend functions of these organizations. The approval of the Superintendent of Human Resources for such leave will take into account the following criteria:

- a. The effect of the release of the individual on the educational program for the students for which the teacher is responsible.
- b. The degree of importance individuals bring to the particular activity in which they are involved.
- c. The period of time covered in the request.
- d. The length and quality of service rendered to the school Board by the individual.
- e. The position held by the individual.

Leave granted under this section may be without loss of salary, with payment of substitute pay or with full deduction.

If an individual is paid an honorarium or salary in connection with attendance at this function, this must be specified in the application for leave. The amounts received may be taken into consideration and the employee may be asked to recompense the Board the amounts received as a condition of approval of leave.

6. **LEAVE FOR ADVANCED EDUCATION - SUMMER SESSIONS**

- a. Early leave in June to pursue approved studies may be granted only if:
 - i. The employee concerned has already embarked on a program of study prior to appointment to the Board's staff and has indicated at the time of appointment the intention to complete the program, or
 - ii. The program of studies to be taken by the employee commences prior to the end of the school year.
- b. Applications for this early leave or notification of intention to apply for early leave shall be submitted to the Superintendent of Human Resources not later than May 15 of the school year in which the leave is taken.

7. **POLITICAL ACTIVITIES**

- a. Before any final commitment is made, the employee must submit a letter to the Superintendent of Human Resources, or designate, requesting leave for political activity. This letter should outline, in as much detail as possible, the amount of leave required and the purposes for which leave is requested.
- b. Upon approval of leave, the employee shall be entitled to leave of absence without pay during the campaign for nomination and/or election upon the following basis:
 - i. Continuous period not to exceed one month with respect to election to the Parliament of Canada or the Legislature of Alberta.
 - ii. A continuous period not to exceed five days with respect to election to a Municipal Council or to the office of Mayor other than Calgary.
 - iii. A continuous period not to exceed ten days with respect to election as Mayor of Calgary.
- c. The employee if elected shall be entitled to a leave of absence without pay upon the following basis:
 - i. Parliament of Canada: Leave of absence for the life of the Parliament.
 - ii. Legislature of Alberta: Leave of absence for the life of the Legislature.
 - iii. Municipal Council: Alderman or Mayor of municipality other than Calgary: Leave of absence for attendance at sittings of the Council and formal meetings of committees to which the employee is appointed. If additional leave is required for other than this, it will be granted on the divisional superintendent's approval taking into account job responsibilities. Any interference with normal work situations will be subject to review. Mayor of Calgary: Leave of absence for term of office.
- d. After expiry of leave, the employee shall be entitled to a position of equivalent remuneration.

8. **EMPLOYMENT LEAVE**

Subject to the approval of the Superintendent of Human Resources, teachers may be granted employment leaves without pay on the following basis:

- a. As a general guideline, employment leave shall be granted to not more than one percent of the teaching staff.
- b. The employee must have a minimum of five years' experience with the Board before consideration will be given for an employment leave.

- c. In the case of teachers, an experience increment for salary purposes will be granted upon return, if the employment leave involved a teaching or related position in another school system.
- d. In the case of administrators, placement upon return will be made on the basis of positions available at the time. Primary consideration will be given to a placement which would be no less favourable in terms of remuneration than that received at the time leave was granted.

9. LEAVE OF ABSENCE - PROFESSIONAL ACTIVITIES

Upon receipt of the approval of the Superintendent of Human Resources, employees will be permitted leave of absence to participate in the activities of professional associations providing adequate arrangements can be made to meet the responsibilities of their positions.

The following professional leaves are recognized:

- a. Leaves of absence for extended periods of time: Leaves of a long duration shall be granted on the basis that the Board is reimbursed for the individual's salary and benefits, travel and subsistence costs. The staff member may be considered a member of the Board's staff during the period of time for purposes of status, pension and insurance coverage.
- b. Leaves of absence for a specific short term duration: Such leaves may be granted, however, the Board may require reimbursement for costs incurred.

10. TEMPORARY LEAVE FOR PERSONAL REASONS

Upon receipt of the approval of the Superintendent of Human Resources, employees will be permitted temporary leave of absence for personal reasons providing adequate arrangements can be made to meet the responsibilities of their positions.

11. COURT APPEARANCES

- a. Court appearances for jury duty or as a subpoenaed witness at a trial or inquest: Leave of absence with pay shall be granted to all employees who receive a summons or subpoena to attend court for the purpose of jury or witness duty or to attend an inquest; and any monies received for the aforementioned duties less actual expenses shall be remitted by the employee to the Board.
- b. Court appearance as a defendant to an indictable offence or a principal in a civil action: Leave of absence without pay may be granted to any employee who is a defendant charged with an indictable offence or a principal in a civil action.

12. EDUCATION PURPOSES

The Board recognizes the need to have positions occupied by properly qualified personnel. It also recognizes that changing conditions may result in certain job skills becoming

redundant, thereby necessitating the retraining of employees. It, therefore, approves the granting of leaves of absence for the purpose of educational improvement subject to the following conditions:

- a. The prime consideration for all educational leaves shall be the future needs of the school system.
- b. Employees who have completed five years' or more service with the Board shall be eligible for educational leave.
- c. Employees will not be granted leave to obtain qualifications which are normal for the position held except where there is economic benefit to the Board in developing an internal employee rather than through external recruitment; where retraining is necessitated because of changed programs or functions; or where the labour market conditions are such that qualified applicants are unlikely to be available to meet the Board's future needs.
- d. Leaves will be granted for a period of one year but may be renewable for completion of the program for which the original leave was granted.
- e. All leaves are subject to recommendation by the superintendent or director of the division concerned and approved by the Chief Superintendent.
- f. Leaves may be granted without pay or maintenance of benefits or with financial assistance of up to 66% of the employee's current annual salary in effect at the time of leave on the following three-factor basis:
 - i. Upon the immediacy of benefit to the Board resulting from the training to be acquired.
 - ii. Upon the past and anticipated future contribution of the employee to the organization.
 - iii. The obligation of the Board to provide such training because of changed program emphasis and obsolescence of the employee's existing skill and knowledge.
- g. Employees granted financial assistance shall enter into contract with the Board agreeing to serve with the Board for one year for each 22% of current annual salary received as assistance and undertaking to reimburse the Board for the portion of assistance for which the return service commitment is deficient should they separate from the Board's service.

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