

# FORT LA BOSSE SCHOOL DIVISION

TITLE - **STAFF EXTENDED LEAVE OF ABSENCE\***

POLICY - **GCCAB**

Cross Reference -

Resolution # - 74/18

Legal Reference -

Last Reviewed - 23/004/18

Staff in Fort La Bosse who have been employed for a minimum of five (5) years will be eligible for a one year Leave of Absence without pay. Staff would be eligible for Leave of Absence a second time after ten (10) years.

## Written Application

1. Written applications will be submitted to the Superintendent or designate by February 1 for leaves commencing on the first day of the next school year.
2. In the letter of request, the applicant must state the purpose of the leave.
3. The employee will be notified of the decision of the Board with respect to the leave on or before April 15.
4. The leaves that are approved will be given a "guaranteed return". This means a return to a position that is suitable and appropriate to their qualifications within the Division.
5. The leave is subject to the following conditions:
  - a suitable replacement is available
  - the leave will not adversely affect the quality of education in the Division.

## Seniority as per Collective Agreement

An employee will lose seniority and the right to further consideration for employment if the employee fails to return to work after the termination of any leave granted by the Board. Employees on leave are expected to notify the Board of their intent to return by April 15 in the year of the leave.

