



## CATHOLIC INDEPENDENT SCHOOLS OF KAMLOOPS DIOCESE

### HUMAN RESOURCES GENERAL LEAVES - 410

#### Rationale

The Board of Directors recognize that employees may from time to time require leaves of absence for personal or professional reasons other than those designated in the terms and conditions of employment, or policies of the CISKD.

However, the interests of students enrolled in the schools of the Diocese, particularly with respect to continuity of instruction, must be considered paramount in all decisions of the Employer regarding employees taking a leave from duties for short or extended periods of time.

#### Policy

Employees requests for special leaves of absence will be considered by the Employer on an individual basis.

#### Procedure

1. The following process applies to leaves not provided within the employee contract or by BC Employment Standards.
  - a. The Principal may grant a leave of absence with or without pay on written application from the employee on compassionate or other grounds; such leave is not to extend beyond the term of the contract year.
  - b. Employees shall initiate a request of leave by submitting a Leave of Absence Request Form to the principal stating the dates requested and the reason for the leave.
  - c. The principal will consider the request in view of the reasons, and period of time requested.
  - d. For teachers, approval will be contingent provided a suitable Teacher-On-Call is available.
  - e. For Support Staff, the principal will determine if approval is contingent on a staff replacement.
  - f. For Principals, leave requests will be determined and approved by the Superintendent.
  - g. Unless stated otherwise, leaves will be without pay.
2. Employees can refer to their ADP profile for a summary and explanation of leaves designated in the Terms and Conditions of Employment and by BC Employment Standards.

Date Approved: IP June 2023
Date(s) Revised

Commented [CY1]: New addition consideration...