

## **Extended Leave of Absence Requests for Teachers**

The Board will consider requests for extended leave of absence from staff members for reasons not covered by the Collective Agreement. The following guidelines will be utilized by the Board when they are considering the request:

- Each request should be submitted in writing to the Division Office by April 1<sup>st</sup>.
- The preference is that the leave be no longer than one school year and the beginning and end dates align with the school calendar to minimize distraction to student programming. Each leave request should indicate the beginning and ending dates of the leave.
- Each leave request must indicate the purpose of the leave.
- Notification of return must be provided to the Superintendent no later than April 1<sup>st</sup>.
- If leaves are approved, staff are not guaranteed that they will return to the same position, rather they may be placed in an available position suitable to their qualifications.
- The Board may wish to defer approval of the leave until a suitable replacement can be hired.
- If granted, the approval for the leave will be confirmed in writing outlining the terms and/or conditions of the leave.

In the case of deferred salary leave the terms and conditions of the leave will also be according to the plan agreement provided by the Manitoba Teachers Society in June 1989.

Any questions concerning the Deferred Salary Leave Plan not covered by the agreement are to be referred to a D.S.L.P. committee named when needed with a membership as follows: two Board Members, two teachers named by the Association, and the Superintendent of Schools.

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Revised October 18, 1994  
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