

Extended Leave of Absence Requests for Non-Teachers

The Board will consider requests for extended leave of absence from staff members for reasons not covered by Policy G.C.C. (Staff Employment Benefits and Regulations) for support staff. The following guidelines will be utilized by the Board when they are considering the request:

- Each request should be submitted in writing to the Superintendent / Secretary-Treasurer.
- The preference is that the leave beginning and end dates align with school calendar dates that minimize distractions to the students. 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 / Secretary-Treasurer in a timely fashion.
- 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.

Approved November 5, 2013