



HUMAN RESOURCES MANAGEMENT 9 – Leaves of Absence

Date: August 22, 2002

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

At times, teachers with full time continuous contracts wish to reduce their teaching assignment to less than full time without losing their full time continuing contract status with the Division. A leave of absence may be a source of wellness for the staff member, may provide flexibility for staffing, and may allow for the infusion of new staff and new ideas into the system.

2.0 PROCESS

The Assistant Superintendent, Human Resources is responsible for granting leaves of absence in accordance with the following Administrative Practice.

3.0 GUIDELINES

- 3.1 Application for a leave of absence shall be made, in writing, to the Associate Superintendent, Human Resources.
- 3.2 The Associate Superintendent, Human Resources will determine whether or not the leave requested will be granted in light of staffing needs for the Division.
- 3.3 If granted the leave of absence, the staff member would retain their full time status with the Division in that the sum of their assigned FTE and their leave of absence would equal 1.0 FTE.
- 3.4 Leaves of absence, whether partial or full time, will normally not be granted beyond two years.
- 3.5 If a teacher is leaving Sturgeon School Division to be employed as a teacher with another school jurisdiction within Alberta, a leave of absence from Sturgeon School Division will not be granted.

References: *ATA Collective Agreement (Section 16)*