



HUMAN RESOURCES MANAGEMENT 12 – Application for Leaves for Central Office

Date: August 22, 2002

Responsible Administrator: Associate Superintendent; Human Resources

1.0 RATIONALE

This Administrative Practice is to ensure that all requests for leaves are processed in an efficient and equitable manner.

2.0 PROCESS

The appropriate Central Office administrator, as outlined below, is responsible for approving application for leaves.

3.0 GUIDELINES

- 3.1 The Superintendent shall approve all requests for leaves by the Chief Deputy Superintendent and the Associate Superintendent, Human Resources.
- 3.2 The Chief Deputy Superintendent shall approve all requests for leaves by educational personnel within Central Office.
- 3.3 The Secretary Treasurer shall approve all requests for leaves by all other Central Office personnel.
- 3.4 The Coordinator of Facility Services shall approve all requests for leaves by facilities and maintenance personnel.

References: *Board Policy:*