



## HUMAN RESOURCES MANAGEMENT 13 – Application for Leaves for Schools

Date: August 22, 2002

Responsible Administrator: Associate Superintendent; Human Resources

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### **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 Associate Superintendent, Human Resources is responsible for processing and approving application for leaves.

### **3.0 GUIDELINES**

- 3.1 The Associate Superintendent, Human Resources shall approve all requests for leaves (except unanticipated sick leave) under the A.T.A. Collective Agreement, the C.U.P.E. Collective Agreement and the General Pay Plan.
- 3.2 The Associate Superintendent, Human Resources will verify the effect of the request for leaves on the school with the principal before rendering a decision.
- 3.3 The principal shall approve all requests for conference/in-service leaves, which are to be charged to school accounts.
- 3.4 The appropriate Central Office administrator shall approve all requests for conference/in-service leaves, which are to be charged to Central Office accounts.

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References: *ATA Collective Agreement, CUPE Collective Agreement, General Pay Plan*