



HUMAN RESOURCES MANAGEMENT 29 – Employees Seeking or Elected to Public Office

Date: Nov. 14, 2003

Revised: Jan. 26, 2011

Responsible Administrator: Assoc. Superintendent; HR

1.0 RATIONALE

Employees who are elected to public office are rendering public service. Hence, an administrative practice is required to ensure employee requests are handled consistently.

2.0 PROCESS

The Associate Superintendent, Human Resources is responsible for maintaining this Administrative Practice.

3.0 GUIDELINES

3.1 Application for leaves of absence to attend conferences shall be made at least two weeks in advance of the proposed dates of such leave to allow processing the request.

3.1.1 Application for extended leave of absence shall follow staffing timelines.

3.2 All applications for leave under this Administrative Practice shall be directed to the Superintendent for approval.

3.3 Leave for a teacher that extends beyond one school year, under Clause 2.1.2 of Policy E/IV/3, shall be subject to the receipt of a resignation from designation to any supervisory or administrative position.

3.4 Any leave required for this purpose is subject to Admin Practice HRM 9.

References: *Board Policy: E/IV/3 Employees Seeking/Elected to Public Office*
Admin Practice HRM 9 Leave of Absence