

Date: September 24, 2025 **Agenda Item:** 8.8

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Lisa Lacroix, Associate Superintendent Human Resources

Subject: **Administrative Procedure 732: SPS Employees Seeking or Elected to Public Office**

Background:

Administrative Procedure 732: *SPS Employees Seeking or Elected to Public Office* has been updated to reflect minor wording changes. Specifically, redundant or outdated references have been removed and new clarifying language has been added. These adjustments ensure the procedure is clearer, more consistent and aligned with current practice.

In addition, the section addressing elections for Trustees has been added to better clarify expectations and processes. These updates provide improved guidance for employees seeking or holding public office, including circumstances where an employee may be elected as a Trustee. The changes modernize the language without altering the intent of the procedure.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

- | | |
|--------------------|--|
| COMPETENCY: | (1) Building Effective Relationships |
| INDICATORS: | d. modeling ethical leadership practices, based on integrity and objectivity. |
| | |
| COMPETENCY: | (6) School Authority Operations and Resources |
| INDICATORS: | a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements; and
h. implementing programs and procedures for the effective management of human resources in support of mentorship, capacity building and succession planning. |

Governance Implications:**Education Act****Eligibility**

74(1) In addition to sections 48(1) and (1.1) and 48.1 of the Local Authorities Election Act, this section applies to determine whether an individual is a resident of a public school division or a separate school division for the purposes of determining eligibility to vote or to be

nominated as a candidate for election as a trustee of a school board under the Local Authorities Election Act.

[Local Authorities Election Act](#)

The Local Authorities Election Act governs municipal elections by establishing procedures around campaigning, voting and counting of votes.

[Administrative Procedure 205: Developing Administrative Procedures](#)

Administrative Procedures are the written directives, procedures and assignment of responsibilities established and approved by the Superintendent that direct the implementation of and achievement of desired outcomes of Board policy, Division Vision, Mission and Values, and the effective operation of the Division.

Administration is prepared to respond to questions at the September 24, 2025, Public Board meeting.

Attachment(s) and/or link(s):

1. Administrative Procedure 732: SPS Employees Seeking or Elected to Public Office - Tracked Changes

732: SPS Employees Seeking or Elected to Public Office

Responsible Administrator: Associate Superintendent Human Resources

PURPOSE

Sturgeon Public Schools believes that employees who are elected to public office are rendering public service and should be supported in their willingness to serve.

PROCESS

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

PROCEDURE

1. Leaves of absence will be granted to staff members seeking to be or elected to public office according to the following guidelines:

1.1 Leave of absence without pay for up to six days in a school year shall be granted to an employee who is seeking to be or has been elected to a civic [municipal](#) office.

1.2 An employee who is elected to a provincial (MLA) or federal (MP) government office or other full-time office, shall be granted a leave of absence without pay for the duration of one term of government.

1.3 An employee may retain their regular benefits while on leave, if they agree to pay the employer and employee share of premiums directly to ~~the~~ [the](#) benefit provider unless [they he/she is/are](#) elected to a provincial, federal, or other full-time office.

2. Application for leaves of absence to attend conferences [related to elected office](#) shall be made at least two weeks in advance of the proposed dates of such leave to allow [time for](#) processing the request.

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

3. All applications for leave under this Administrative Procedure shall be directed to the Superintendent for approval.

4. Leave for a teacher that extends beyond one school year, shall be subject to the receipt of a resignation from ~~designation to~~ any supervisory or administrative [designation. position](#).

5. Any leave required for this purpose is subject to ~~Administrative~~ [Administrative](#) Procedure 730 Sturgeon Public Schools Employee Absences/Leaves – All Staff.

[Trustee Election](#)

6. In accordance with the Local Authorities Election Act, an employee of Sturgeon Public School Division is not eligible to be nominated as a school board trustee unless they have taken a leave of absence in accordance with Section 22.1 of the Act. Employees must not be actively employed by the Division on the nomination day unless on such approved leave.

6.1 If an employee who takes a leave of absence is not elected, the employee may return to work, in the position the employee held before the leave commenced, on the 5th day after election day, or the first working day after the 5th day.

6.2 If an employee who takes a leave of absence is declared elected, the employee is deemed to have resigned that position as an employee the day the employee takes the official oath of office as an elected official.

7. It is the responsibility of the employee seeking election to educate themselves on the entirety of section 22 of the Local Authorities Election Act when considering running for trusteeship.

References:

Admin Procedure: 730 Sturgeon Public Schools Employee Absences/Leaves – All Staff
[Local Authorities Election Act](#)

History

2020 Jan 29 Initial Approval
[2025 Sept 24 Amended](#)