



## **POLICY 15: LEAVES OF ABSENCE**

The Board believes that employees may, from time to time, require leaves of absence for personal or professional reasons. However, the needs and interests of students in the school, particularly with respect to continuity of instruction, must be considered paramount in all decisions regarding employees leaving their assignment for short or extended periods of time.

For all leaves of absence teaching staff should review the existing Collective Agreement and support staff should review the Support Staff Handbook. All staff should also review Administrative Procedure No. 410 for assistance and direction.

Beyond the scope of the existing Collective Agreement, Support Staff Handbook, and Administrative Procedure No. 410 the Board delegates the administration of the leaves to the Superintendent.

### **Deferred Salary Leave**

The Division has adopted a Deferred Salary Leave Plan in accordance with the regulations of Canada Revenue Agency in order to provide teachers with the opportunity to take a leave of absence from their position for a period of up to one year.

Specifically:

1. A full-time teacher who has completed a minimum of five years of service with the Division may apply in writing to the Board for approval to participate in the Deferred Salary Leave Plan.
2. Deferred Salary Leave, for a period of up to one year, may only be taken once every five years.
3. The teacher may request that a portion of earned salary be deferred annually for a period of up to six years.
4. Contributions will be deducted from salary in accordance with the formula that forms part of the plan.
5. The teacher must take the leave of absence in accordance with Canada Revenue Agency guidelines.
6. The Superintendent shall make every effort to place the teacher, upon their return, in a position that is similar to that held prior to the leave.

7. Withdrawal from the plan or suspension from participation in the plan would be in accordance with Canada Revenue Agency guidelines.