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## **Policy: Leaves of Absence for Management Employees**

		<b>Policy Number:</b>	300.14
<b>Adopted:</b>	January 23, 2018	<b>Former Policy Number:</b>	n/a
<b>Revised:</b>	N/A	<b>Policy Category:</b>	Human Resources
<b>Subsequent Review Dates:</b>	TBD	<b>Pages:</b>	1

### **Belief Statement:**

The Brant Haldimand Norfolk Catholic District School Board believes that management employees play an integral role for ensuring that the district meets its goals articulated in the multi-year strategic plan, improvement plans for student achievement and all other operational plans.

### **Policy Statement:**

It is the policy of the Board that the procedures that are place for the adjudication of leaves of absence for management employees are guided by:

- The terms and conditions of the employee,
- The best interests of the district,
- Principles of equity and fairness in the context of other employee groups, and
- The Employee Standards Act, the Ontario Human Rights Code and the Education Act.

### **Definitions**

None

### **References**

The Education Act  
Employment Standards Act  
Ontario Human Rights Code  
Employee Terms and Conditions



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## **Leaves of Absence for Management Employees AP 300.14**

<b>Procedure for:</b>	Management Employees	<b>Adopted:</b>	January 23, 2018
<b>Submitted by:</b>	Chris N. Roehrig, Director of Education	<b>Revised:</b>	TBD
<b>Category:</b>	Human Resources		

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### **Purpose**

The purpose of this Administrative Procedure is to provide direction to all management employees regarding the process for seeking a leave of absence.

### **Responsibilities**

Direction is given in this Administrative Procedure to the Director of Education (or designate).

### **Procedures**

The Director of Education or designate shall be responsible for adjudicating all requests for leaves of absence for management employees.

#### **1.0 Leaves Absence - General**

The process for application and adjudication of management leaves of absences are articulated in each employee group's terms and conditions. Approvals for leaves of absence require the approval of the appropriate supervisory officer. Examples of leaves of absence that can exist in various management terms and conditions include:

- Personal Days
- Bereavement Leave
- Parental Leaves
- Compassionate Leaves
- Approved Board Business or Conference Leaves
- Statutory Leaves (e.g. Jury Duty, Subpoenas and Quarantines)
- Family Medical or Critically Ill Child Care Leaves
- Leaves of Absence Without Pay and
- Self-Funded Leaves of Absence.

#### **2.0 Lengthy Leaves of Absence not Covered by Terms and Conditions or the Employment Standards Act**

The Director shall consult<sup>1</sup> with the Board of Trustees regarding requests for leaves of absences that exceed one month and are not guided by employment standards or the employee's terms and conditions.

### **Definitions**

**Consult:** to the extent that such consultation takes the form of a notice or report being provided by the Director of Education to the Board of Trustees, with an opportunity for Trustees to ask further questions or to make comments but avoiding placing restrictions on the Director of Education to approved the leave request. (Borden Ladner Gervais – April 2017)

### **References**

The Education Act  
Employment Standards Act  
Ontario Human Rights Code  
Employee Terms and Conditions