

General Leaves of Absence

Policy No. 202.5R

REGULATIONS

1. All requests for general leaves not specified in the respective Collective Agreements must be submitted in writing to the employee's immediate supervisor. Three weeks' notice should be given prior to the effective date of the leave. Under unusual circumstances, a shorter prior notice period may be allowed. The Superintendent of Schools, or designate, will grant final approval in all such cases.
2. Sufficient details should be given to enable a request to be assessed by the supervisor.
3. The supervisor shall forward the request for leave with a written recommendation referencing the implications of the potential disruption to school district operations to the Superintendent of Schools, or designate, for approval.
4. All Superintendent-approved requests of thirty (30) days or more must be reported to the Board.