

**Leaves of Absence**

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|-----------------|--------------------------|----------------|------------|
| <b>Category</b> | <b>Human Resources</b>   |                |            |
| <b>Subject</b>  | <b>Leaves of Absence</b> |                |            |
| <b>Adopted</b>  | November 2015            | <b>Revised</b> | March 2021 |

**Policy Statement**

Anglophone South School District believes there are circumstances and occasions where granting an employee a leave of absence is in the best interests of the employee, school district or both. It offers flexibility within the education system to allow employees the opportunity to undertake activities not covered by collective agreements or other employment regulations.

**Procedures**

1. A leave of absence is approved at the discretion of the Superintendent or designate, taking into account applicable Collective Agreements and provincial regulations.
2. Criteria for the granting of a Leave of Absence may include, but are not limited to the following:
  - a. Positive or negative impact to the operations of the School or District
  - b. Period of leave requested
  - c. Reason and rationale for the leave
  - d. Benefits to the employee
  - e. Employee’s status and length of service
3. Applications for a Leave of Absence for more than 20 days should include a detailed letter of explanation and be forwarded to the appropriate Director/Manager. Requests for less than 20 days should be inputted to AESOP.
4. To adequately process replacement hiring and necessary changes in payroll and benefits, applications should be received a minimum of 4 weeks prior to the commencement of the Leave. This does not preclude emergency situations.

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5. As a general guideline Leaves of Absence will be approved for up to two years in duration with a one year extension granted at the discretion of the Superintendent with due consideration regarding the impact on District operations.
6. Requests for and approval of Leaves of Absence for the purpose of seeking a nomination or assuming a political office will follow the provisions outlined in the Education Act.
7. The hiring of replacement personnel shall be in accordance with established procedures, Collective Agreements and Regulations
8. Entrepreneurial Leave is a form of leave without pay for a period of up to 3 years, which may be approved for GNB employees wishing to start a business in New Brunswick (eligible for Parts 1, 2 and 3 of the Public Service)

**Reference**

- Collective Agreements or Management and Non-Union Policies, Part II
- Finance and Treasury Board