

STAFF LEAVE OF ABSENCE

Rationale

HPSD believes that the staffs' attendance at school is a fundamental prerequisite of student success however, there are circumstances when granting a leave of absence would be considered.

1. Elected Municipal Office and/or Emergency Organizations

- 1.1. HPSP employees who hold elected municipal offices and/or serve in volunteer emergency organizations in their communities may be granted leave of absence.
- 1.2. Procedure
 - 1.2.1. Employees answering to local emergency calls from volunteer emergency organizations shall be granted leave of absence with no loss of pay or benefits. Employees shall complete Administrative Form 403D – Application for Municipal/Emergency Organization Leave, after such leaves occur.
 - 1.2.2. Employees responding to requests to address emergencies beyond their local area shall request prior approval, from the Superintendent, in writing by completing Administrative Form 403D – Application for Municipal/Emergency Organization Leave, for a leave of absence with no loss of pay or benefits. In emergent situations, the application may be made by telephone with written confirmation to follow.
 - 1.2.3. Employees wishing leaves of absence, up to and including three (3) days per school year, for non-emergency situations relating to their elected municipal office or membership in volunteer emergency organizations must complete Administrative Form 403D – Application for Municipal/Emergency Organization Leave, for prior approval. The employee is responsible for remuneration equal to the rate in effect for personal leave.

2. Leave of Absence

- 2.1. HPSP recognizes that there are occasions where a staff member may require a leave of absence from his/her duties. The Superintendent has the authority to grant a leave of absence for a specified reason.
- 2.2. All leaves of absences require prior approval by the Superintendent.
- 2.3. Long Term Leave of Absence (12 months or more)
 - 2.3.1. Staff members requesting a school year leave of absence shall make application in writing to the Superintendent by April 30 of the year preceding the requested leave. The request must outline the reason for the leave.
 - 2.3.2. A year leave of absence may be granted for personal reasons; however, a leave to pursue a similar career with a different employer will not be granted (e.g. a staff member wanting to take a leave of absence from HPSP to work in another school district). A staff member who secures employment with another school district will lose his/her position with HPSP unless given approval by the Superintendent.
 - 2.3.3. The leave will be without pay or benefits. Staff wishing to maintain their benefits shall contact Payroll to discuss the cost and payment options.
 - 2.3.4. A staff member who has been granted a leave of absence will confirm in writing, no later than April 30 of the year of the leave, their plan to return to duty the following year.
 - 2.3.5. The leave of absence shall be for (1) school year.
- 2.4. Leave of Absence (Less than 12 months)
 - 2.4.1. Staff members requesting a leave of absence of less than 12 months shall make application in writing to the Superintendent at least thirty (30) days in advance of the requested leave. The request must outline the reason for the leave, and date of return. The thirty-day notice period may be waived at the sole discretion of the Superintendent.
 - 2.4.2. A leave to pursue a similar career with a different employer will not be granted (e.g. a staff member wanting to take a leave of absence from HPSP to work in another school district). A staff member who secures employment with another school district will lose his/her position with HPSP unless given approval by the Superintendent.

- 2.4.3. The leave will be without pay or benefits. Staff wishing to maintain their benefits shall contact Payroll to discuss the cost and payment options.

2.5. Unpaid Personal Leave

- 2.5.1. Unpaid personal leave requires prior approval by the Superintendent. Leaves are administered in accordance with the Employment Standards Code.
- 2.5.2. Staff members shall make application in writing to the Superintendent prior to the leave. The request must outline both the dates required and the reason for the leave. In emergent situations, the application may be made by telephone with written confirmation to follow.
- 2.5.3. The leave will be without pay and benefits.
- 2.5.4. A staff member who has been absent without an approved leave shall be subject to appropriate disciplinary action.
- 2.5.5. Personal and Family Responsibility Leave shall be requested using Administrative Form 403A - Application for Personal and Family Responsibility Leave.
- 2.5.6. If an employee requests a leave to complete official union or association business that leave shall follow the criteria outlined in 2.4. The leave shall:
 - 2.5.6.1. be compliant with the Collective Agreement in place between HPSD and the union or association;
 - 2.5.6.2. not interfere with the regular job duties and responsibilities of the employee.

3. **Staff Absenteeism**

3.1. Absent from School Duties (One day or less)

- 3.1.1. Employees who are absent from school duties to obtain necessary medical or dental treatment, who have a disability or an illness shall submit through Employee Self Service a statement indicating the reasons for the absence. The individual may be asked the amount of time required for the treatment.

3.2. Absent from School Duties (More than 3 Days)

- 3.2.1. Employees who are absent from school duties to obtain necessary medical or dental treatment, who have a disability or an illness for more than 3 days shall be required to submit a Medical Certificate within 7 calendar days of the commencement of the absence.

3.3. Additional Medical Information (after 20 continuous days of illness)

- 3.3.1. Employees who miss 20 consecutive days of work may be required to provide additional medical information to Human Resources. The employee will provide a medical certificate from their doctor explaining the reason for absence and confirming that the employee is absent from duties for the purpose of obtaining necessary medical or dental treatment or because of accident, sickness or disability and therefore require a medical leave.

4. **Monitoring Absenteeism**

- 4.1. Employees who are absent from work for a combination of medical, dental, accident, disability or illness may receive written documentation from Human Resources indicating the days the employee was absent and the reasons for the absence. Absenteeism will be calculated on a monthly basis. If a pattern of absenteeism occurs the direct Supervisor shall seek guidance from Human Resources.
- 4.2. 10 days or more
 - 4.2.1. After 10 days, the individual will meet with the direct Supervisor. If the individual is the principal, the meeting shall occur with Human Resources. The conversation will be followed up in writing.

4.3. 20 days or more

- 4.3.1. After 20 days, a meeting with the direct Supervisor and Human Resources will be held and consideration for a formal Absence Management Plan will occur. Documentation of the meeting will be followed up in writing and placed on the personnel file.

4.4. 30 days or more

- 4.4.1. After 30 days, a meeting with Human Resources for the purposes of developing an Absence Management Plan will occur and be formally documented and placed in the employee personnel file.

4.5. Absence Management Plan

- 4.5.1. The plan will include, analysis of relevant legislation, actions that will be taken by the employee and direct Supervisor, timeline and monitoring evaluation of progress.
- 4.5.2. The employee and his/her direct Supervisor are responsible for working together in order to find a reasonable accommodation and developing an accommodation plan.
- 4.5.3. The plan will be discussed with Human Resources prior to implementation.

5. Inclement Weather

- 5.1. The Superintendent may grant leave when the employee, despite reasonable effort, is unable to travel to their assigned place of work from his/her usual place of residence because of inclement weather, or impassable public road conditions. Proof of such may be required.
- 5.2. Procedure
- 5.2.1. Employee notifies Human Resources and direct Supervisor of their request for leave due to inclement weather at the start of the leave using Form 403B - Application for Inclement Weather Leave.
- 5.2.2. Human Resources will follow up with this request in a timely manner.

HPSD Forms

[Administrative Form 403A – Application for Personal and Family Responsibility Leave](#)

[Administrative Form 403B – Application for Inclement Weather Leave](#)

[Administrative Form 403D – Application for Municipal/Emergency Organization Leave](#)