

LEAVES OF ABSENCE

Statement of Policy

The Peel District School Board approves the establishment of guidelines for employee leaves of absence to be considered in the adjudication of applications for employee leaves of absences and requests for extensions and exceptions.

This policy is aligned with and supports the principles and expectations of the Board's Human Rights policy ([Policy 51](#)) and the Equity and Inclusive Education policy ([Policy 54](#)). At all times, this policy should be interpreted to be consistent with the Board's policies and the *Human Rights Code*.

Guiding Principles

1. The leaves of absence policy and operating procedure will be administered fairly in a manner which reflects a concern for employee wellness. Exceptions to the leaves of absence policy and operating procedures for specific situations will be considered if the impact on student success or operational requirements is minimal or negligible and if supported by the principal/supervisor.
2. This policy applies to all permanent or probationary full and part-time employees (on a prorata basis) of the Peel District School Board except when:
 - The policy is in conflict with a collective agreement in which case the terms of the collective agreement will apply
 - A clause of a collective agreement or the policy specifically includes casual employees.
3. Staff continuity is a critical factor in student success. All requests for leaves of absence (with the exception of leaves granted in accordance with legislation or collective agreement language) will be decided after consideration of the impact on student success and operational issues.
4. The principal/supervisor is the person best able to determine the impact of a leave of absence on the work location or team. All leaves (with the exception of paid medical leave) require the approval of the immediate supervisor, and human resources (for leaves greater than three (3) months), prior to commencement of the leave.
5. This policy allows employees who are actively at work to be absent from the workplace. An employee who is on any approved leave referenced in the operating procedure is not eligible to apply for another concurrent leave.
6. The Peel District School Board is considered the employee's first employer; leaves will not be granted for employees to enter into employment with another employer. This

would not apply to leaves granted to assume responsibilities with outside organizations (i.e. secondments, exchanges, etc.).

7. The term 'family member' will be interpreted to be consistent with the Employment Standards Act.
8. The Leaves of Absence policy is an employee benefit. It is the responsibility of the employee to be knowledgeable about the processes and timelines for application for a leave of absence. Failure to demonstrate good faith in adhering to the terms and conditions for a leave of absence may result in a denial of the leave, a loss in pay, or disciplinary action.

Reference: Human Resources Support Services 42

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