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Leave of Absence Regulations

- Leave of absence will be leave without remuneration.
- Leave of absence will not normally be granted for purposes of taking up other paid employment.
- Extended Leave of Absence will normally run for one school year, commencing on the opening day of the full school year and ending on the closing day, inclusive of administrative and professional development days.
- Leave of absence for 12 month staff will normally run for one year, commencing on July 1st.
- Requests for leave of absence for the following school year are to be submitted to the Superintendent prior to March 1st for leave that commences the following September.
- Granting of leave of absence shall be subject to finding a suitable replacement. A tentative approval may be granted and the position advertized. Such leave is valid only after a written confirmation is received from the Superintendent and is conditional until a suitable replacement is hired. A final decision will be made by May 15th for leave that commences the following September.
- Notification of intention to return following a leave of absence shall be submitted to the Superintendent prior to April 30th of the year during which the leave is to conclude.