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Teaching Staff Leave of Absences

The Pine Creek School Division Board of Trustees does not encourage employee personal leaves of absence. The Board understands that under special circumstances, employee personal leaves of absence may be necessary and/or mutually beneficial.

Protocol:

An application for leave is not a guarantee that a leave will be granted. Approval of leaves will be subject to the following criteria:

Leaves of absences will only be considered for mutually agreed upon time periods. Generally, leave return dates will be considered as follows:

- For Kindergarten to Grade 8 teachers, the first day of the new school year or the first teaching day following the Christmas/Winter Break.
- For Grade 9 to Grade 12 teachers, the first day of the new school year or the first teaching day of the second semester.

Partial leaves will only be considered if the reduction can be readily accommodated in the school's staffing plan for that school year.

Leave of absences will be considered for one school year, with the possibility of extending the leave to a second year. After 2 consecutive years of a leave – full or partial - the employee must decide whether to return to the conditions of his/her contract or formally request to have the contract reduced permanently to the part-time allotment.

Extensions beyond a total of 2 consecutive years leave – full or partial or any combination thereof - will not be considered. This limit of two consecutive years of leave applies to all leave of absences granted by the Board of Trustees, including secondments.