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[Policy GCCAF](#)**Long Term Leave of Absence Regulations for Non-teaching Staff**

Note: For teachers long-term Leave of Absence is governed by provisions of the Collective Bargaining Agreement between the Pine Creek School Division Association of the Manitoba Teachers' Society and the Pine Creek School Division and by Policy GCCA.

For all other staff, the following parameters apply:

- 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 April 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 advertised. 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 15th of the year during which the leave is to conclude.

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 previous employment or formally request to have the employment 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.