

Short Term Leave of Absence Requests

The Pine Creek School Division Board authorizes the Superintendent to occasionally grant discretionary leave beyond the collective agreements subject to the following parameters:

- The employee applies in writing to the Superintendent providing all relevant information at least four weeks prior to the first day of leave.
- The total number of days absent will not exceed five consecutive work days
- The employee will exhaust all accumulated Personal and Extra-Curricular leave with the remaining days of the leave being without remuneration.
- The Principal and the Superintendent are satisfied that suitable arrangements have been made to ensure program delivery for students will not be disrupted.
- The reason for the leave is clearly communicated in the request.
- The leave is reported to the Board at the meeting subsequent to the granting of said leave and prior to the commencement of the leave.
- The granting of leave is at the discretion of the Superintendent and is granted without the setting of precedent for future leave requests by the employee or any other Pine Creek School Division Employee.

Any leave requests that exceed five consecutive work days must be approved by the Board of Trustees and are subject to all of the other conditions of leaves of five days or less listed above.

Rev 26 June 12 (197)