POLICY: UNPAID LEAVES OF ABSENCE			# 817
SECTION: 800 : Personnel and Employee Matters			Page 1 of 1
APPROVAL/REVISION DATE: July 13, 2023	EFFECTIVE DATE: July 15, 2023	REVIEW DATE: July 13, 2028	
CROSS REFERENCE:			

POLICY

1. 1.1 It is the policy of the Board to grant unpaid leaves of absence to employees consistent with the applicable collective agreements and employment contracts in effect.

   1.2 Leaves of absence without pay may be granted for a period up to two years or as per appropriate collective agreement and/or employment contract.

GUIDELINES

2. 2.1 Requests for unpaid leaves of absence shall be submitted in writing to the appropriate Principal, Manager, or Supervisory Officer in advance of the leave, consistent with the timelines stated in the applicable collective agreement or employment contract.

   2.2 It is the responsibility of the employee to provide written notice to the Manager of Human Resources of his/her intention to resign or to return to work at the end of the leave. Failure to provide such notice by the dates specified in the collective agreements will be construed as an intention on the part of the employee to resign.