



Rationale

It is recognized that Leaves of Absence are an important component of CISVA’s employment practice that contributes to the smooth running of our schools.

Policy

The table below outlines the type of Leaves of Absence available CISVA employees as well as the procedure to avail of such leaves and approval process.

Type	Eligible Employees	Entitlement	Approval by	Process
Bereavement	All employees	<ul style="list-style-type: none"> 10 days for husband, wife, child 3 days immediate family 	Principal	<ul style="list-style-type: none"> Notice given to Principal
Special	Teachers only	Up to 3 days	Principal	<ul style="list-style-type: none"> Written notice given to Principal Where required Principal to speak with Pastor and/or PEC Chairperson
Maternity	All employees	See below	Education Committee	<ul style="list-style-type: none"> Notice of pending birth to Principal Completion by employee of “Maternity Leave of Absence Agreement” submitted to Education Committee
Paternity	All employees	3 days	Principal	<ul style="list-style-type: none"> Notice given to Principal
Extended	All employees	<ul style="list-style-type: none"> > 2 weeks (discretionary not to extend beyond the term of the contract year) 	Education Committee	<ul style="list-style-type: none"> Notice given to Principal If greater than 2 weeks: completion by employee of “Leave of Absence Agreement”

Bereavement Leave

A teacher is entitled to a leave of absence from work, with pay, for a period of ten (10) days relating to the death of a wife, husband or child. In the event of the death of an immediate family member, additional leave with pay may be granted for travel at the discretion of the Principal. The teacher is entitled to a leave of absence from work, with pay, for a period of three (3) days relating to the death of an immediate family member other than those mentioned above.

Special Leave (Teachers Only)

Upon request to the Employer, with two weeks notice where possible, a teacher may be granted up to three (3) days of Special Leave for pressing personal business that cannot be dealt with at any time other than during the school day.

The Education Committee will mandate the Principal to determine the appropriate granting of Special Leave. Each instance of request for Special Leave will be dealt with independently, and on its own merit. Special instances may require consultation with the Pastor and/or the Education Committee chairperson.

Special Leave requests must be made in writing, must include the date and reasons for the requested leave, and must be signed and dated by both the Principal and teacher. Ordinarily, these days may not be taken: just prior to, immediately after a school vacation period or long weekend, holidays, or on days requiring the presence of the entire teaching staff (i.e. report card interviews, special staff days).

Maternity and Parental Leave

Employees are required to submit a “Maternity Leave of Absence Agreement” (available in the password protected Administrators’ Download section of the CISVA website under “Maternity”).

This leave of absence is subject to current Employment Insurance and the Employment Standards Acts. This also applies to adopting parents (see detailed information in Benefit Plan link on the CISVA website.)

The employer shall implement a 75% supplemental unemployment benefit (SUB) plan that the teacher shall access for pay during the health-related portion of her maternity leave for a minimum of 6 weeks and maximum of 15 weeks. The SUB shall be payable for the period of time indicated by the medical documentation up to a maximum of 15 weeks. The health-related portion of the maternity leave shall be determined by the medical documentation. (This plan will be instituted according to provincial and federal legislation.)

The employer may require an employee to commence a leave of absence where the duties of the employee cannot reasonably be performed because of the pregnancy and to continue the leave of absence until the employee provides a certificate from a medical practitioner stating that she is able to perform her duties.

Paternity Leave

The teacher is entitled to a leave of absence from work related to the birth of his child for a period of three (3) days.

Extended Leave

An Extended Leave of Absence relates to leave that is greater than two (2) weeks. In such instances a “Leave of Absence Agreement” must be submitted to the local Education Committee for approval (form is available in the password protected Administrators’ Download area of the CISVA website under “Human Resources”). The Education Committee may grant an extended leave of absence with or without pay and with or without benefits, on written application from the teacher for compassionate or other reasons accepted by the Employer. Such leave is not to extend beyond the term of the contract year.

When making this application the teacher should outline the reasons for the application and include the start and end date and duration of the leave required. For extended leaves of absence other than pregnancy, the Employer is under no obligation to offer benefits to an employee. If they are willing to offer benefits, the Employer must decide what portion, if any, of the premiums they will pay. The Employee may choose to waive any of the benefits for which he/she is eligible.

Teachers on a leave of absence who are on a grandfathered contract (see Policy 316 Teacher’s Contracts) must ensure that they continue to give their notice of intent in writing by 15 April even while they are on leave, otherwise they will not have their contracts renewed on 1 May, leaving them without a contract for the next school year.

Payment of the Employee’s Portion of Benefits

It is the employer's responsibility to remit the employee's portion of premium for benefits to the Superintendent's Office. The employer (ie, local school) should make arrangements to insure that the employee remits each month to the school his or her’s portion of the premium for benefits during the term of leave. If this is not possible, an arrangement should be made so that the employee remits all of their payments before their leave begins.

The Employment Standards Act will be the minimum standard followed in all instances of leave of absence, where applicable.

<p><i>Reference</i> This is an amalgamation of 2 policies (Policy 310 – Leave of Absence Agreement and Policy 311 – Leave of Absence – Types) adopted by the Board 1 November 2016.</p> <p><i>Cross-Reference</i></p>	<p><i>Approved</i> Board of Directors</p>
	<p><i>Date Approved</i> Pre-1996</p>
	<p><i>Dates Revised</i> November 2006 (Policy 310) 1 November 2016</p>