

# AP 401 LEAVES OF ABSENCE

## RATIONALE:

The purpose of this procedure is to clarify the expectations and process when reporting/requesting an absence, and the replacement protocol.

## PROCESS:

Leaves of Absence for teachers and support staff are outlined in the Teacher's Collective Agreement and in the IUOE Collective Agreement. All absences must be reported whether or not a teacher teaching on-call (TTOC), or casual staff is hired.

TTOC's and support staff replacements will be called out by the Central Scheduling system for the following schools:

- Alexis Creek Elementary/Rural Secondary
- Cataline Elementary
- Forest Grove Elementary
- Horsefly Elementary/Rural Sec.
- Lake City Secondary
- Mile 108 Elementary
- Nenqayni Treatment Centre
- 150 Mile House Elementary
- Peter Skene Ogden Secondary
- Big Lake Elementary
- Chilcotin Road Elementary
- Horse Lake Elementary
- Lac La Hache Elementary
- Marie Sharpe Elementary
- Mountview Elementary
- Nesika Elementary
- 100 Mile House Elementary

For those schools not on Central Scheduling (Likely Elementary, Dog Creek Elementary-Junior Secondary, Tatla Lake Elementary-Junior Secondary, Anahim Lake Elementary-Junior Secondary, and Naghtaneqed Elementary-Junior Secondary) TTOC's and support staff replacements are to be engaged by the Principal. The provisions of Article B.2 and Article C.20 of the Teacher's Collective Agreement must be observed. Please refer to a copy of the local agreements for specific details (only TTOC's and replacement support staff who are approved for the District list may be called out). Others will not be in compliance with the Criminal Record Reviews Act or District Hiring Practices.

TTOC's and support staff replacements will not be engaged for non-instructional days unless specific authorization is provided by the Superintendent or designate.

In approving leave provisions, the approval of the leave rests with the principal in alignment with the collective agreement. A review of the collective agreement language and the individual's entitlement balance must be reviewed prior to the approval of the leave. Should a principal need clarification, they are to seek assistance from Human Resources.

Where an employee has exceeded their contractual leave entitlements, the leave must be approved by the Superintendent or designate, dependent on the collective agreement language. Leave requests of this nature are to be forwarded to Human Resources.

Where there is no collective agreement provision for the leave request, the leave must be approved by the Superintendent or designate. Leave requests of this nature are to be forwarded to Human Resources.

All leaves must be submitted and approved at least two weeks prior to the leave date. The leave must have a reason recorded, be charged to an appropriate budget, be forwarded to the dispatch office, and be accompanied by appropriate documentation if required (third-party billing request).

## **1. IUOE School-Based Staff**

Education Assistants (EA's) who work one-on-one with a student will be replaced on the first day of absence, should a replacement be available. Where there is no replacement available, the Principal may extend a part-time EA's hours, with their agreement, to meet the school's needs. Central dispatch must be notified of the increase.

A one-on-one EA replacement list will be provided by the Director of Inclusive Education to the dispatch office in September and will be updated regularly throughout the year to address changes.

EA's who are not assigned to one-one students will be replaced on the fourth day, should a replacement be available. If replacements are available prior to the fourth day, a casual support staff may be dispatched.

First Nations Support Staff will be replaced on the first day, should a replacement be available.

School secretaries will be replaced should a replacement be available. If there are multiple absences, full-time school secretaries will be replaced first. Schools do not have the ability to re-schedule hours to accommodate absences on a week-to-week basis.

Schedules may only be modified by providing appropriate notice to the employee and with notification to Human Resources.

## **2. Administrative Officer Leaves of Absence**

AOs are to call in to dispatch absences related to illness. An email or text to the Superintendent is recommended. All other leaves are approved at the discretion of the Superintendent. Notice and discussion if required, of the leave are required in advance of the request, unless the leave is for emergent reasons.