

LONG-TERM LEAVES OF ABSENCE

Background

A staff member with three (3) or more years of experience with the Division may be granted a Long Term Leave of Absence (LTLOA) when deemed by the Superintendent to be beneficial to the Division and to the career development of the individual.

LTLOAs may be granted for such purposes as education, travel, personal development, employee exchanges, overseas teaching, participation in public governance and other endeavours deemed appropriate by the Superintendent.

The administration of this administrative procedure is the responsibility of the Assistant Superintendent, Employee Services.

Procedures

1. A written request for a LTLOA is to be submitted to the Assistant Superintendent, Employee Services at least sixty (60) days prior to the intended commencement of the leave.
2. A decision with respect to each application shall be rendered within one (1) month following receipt of the application.
3. Leaves may be granted for up to one (1) school year.
 - 3.1 Staff returning from leave will return, where possible, to the position vacated or be provided an alternative assignment.
4. At the discretion of the Assistant Superintendent, Employee Services, approved leaves may be extended beyond one (1) year.
 - 4.1 Written requests for such extensions must be received by March 1 of the preceding school year.
 - 4.2 A staff member returning from an extension to a leave will be placed in an appropriate position within the Division.
5. At the discretion of the Assistant Superintendent, Employee Services, arrangements may be made, with forty-five (45) days written notice, for an employee to return to work at a date different than the original leave of absence end date.
6. Unless otherwise detailed in a written agreement between the employee and the Division, LTLOAs are granted without pay and without Division contribution to employee benefit plans.

7. The Alberta School Employee Benefit Plan (ASEBP) stipulates that an employee who is absent on an approved leave may, at his/her own expense and on the prior approval of ASEBP, have his/her coverage continued for a period of up to twelve (12) months.
 - 7.1 Subject to prior approval by both the employer and the insurance companies, the employee may continue coverage for a further period of up to twelve (12) months, provided the further period of leave is for maternity or adoption leave or professional development in the academic sense.

Reference: Relevant Legislation & Guidelines