

PERSONAL LEAVE OF ABSENCE

The River East Transcona School Division expects that all employees are at work on a consistent basis. It is recognized that a leave of absence may be necessary for specific reasons. Appropriate procedures must be followed.

- (1) An employee may be granted a leave of absence at the discretion of the superintendent or designate for a period of one year or less.
- (2) An application for a leave of absence shall be made by submitting an online leave of absence request.
- (3) Each application shall be considered on its own merits.
- (4) At the discretion of the superintendent or designate, the employee shall:
 - (a) receive full pay, or
 - (b) lose pay on a per diem basis, or
 - (c) replace the substitute costs.
- (5) Any provision in a collective agreement between the board of trustees and a group of its employees shall take precedence over this policy.

Effective Date: December 16, 2003 Review Date:
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20, 2018
Board Motion(s): 673/03; 424/07; 58/18
Legal/Cross Reference: