



LEAVE OF ABSENCE

1. Requests from staff for special leave that is intended to schedule and/or extend vacation periods during what would normally be considered instructional time, shall not be approved as part of this policy.
2. Employees answering to emergency organizations (Volunteer Fire Department, etc.) may be granted a special leave with no loss of pay or benefits. The immediate supervisor of the employee shall be notified prior to such leave being taken. Employees shall notify the Superintendent of Education in writing, after such leave occurs.
3. Employees requesting a special leave for non-emergency situations must first make the request to his/her Principal. In circumstances where the request for special leave is approved by the Principal, the request would then go forward to the Superintendent for consideration. If granted, such leaves shall be without pay.
4. In order for special leave to be considered, all other leave available to an employee through the collective agreements must first be exhausted.
5. The Superintendent of Education shall assess each request for special leave, making wise use of discretion prior to making a final decision. Discretion shall be based on sound judgement, interpretation of Turtle Mountain School Division policies, and Collective Agreements.

Cross Reference	Board Policy: 14 Safe and Respectful Schools Procedures: Forms:		
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