



# Northeastern Catholic District School Board

## LONG-TERM LEAVE WITHOUT PAY

**Policy Number: P-1**

**Authority: 99-058/00-220/12-04/16-191/  
19-146/22-101**

### POLICY STATEMENT

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The Northeastern Catholic District School Board (NCDSB) recognizes that there are collective agreements in effect and legislation governing labour which stipulates that employees have the right to take leaves of absence under specific circumstances.

Further, the Board promotes the idea of professional and personal development for its staff; and the educational process may benefit directly or indirectly, on a short-term basis, from experiences acquired during a long-term leave of absence without pay.

The Board recognizes it is responsible for ensuring that competent personnel are assigned to service its school clientele.

The Board also recognizes that its first responsibility is the education of the students within its jurisdiction.

### REFERENCES

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*Employment Standards Act, 2000*

Collective Agreement – OECTA Northeastern Unit

Collective Agreement – CUPE Local 4681

### DEFINITIONS

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Nil.

### POLICY REGULATIONS

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- 1.0 An employee may request a long-term leave of absence (up to a maximum of 2 consecutive years), without any cost to the Board for one of the following purposes:
- i) Personal and/or Professional Development;
  - ii) Service in accordance with a temporary contract with an agency involved in education;
  - iii) Needs arising from the health condition of the employee or a member of their family; any renewal if beyond one year shall be subject to another request;
  - iv) To serve with an agency responsible for the recruitment of teaching personnel for the Ministry of National Defense or to serve in a developing country;
  - v) To undertake a career in municipal, provincial or federal politics;
  - vi) To work for a charitable organization;
  - vii) For other purposes as permitted by the provisions of a collective agreement.

- 2.0 Any leave of absence of more than twenty (20) workdays shall be deemed to be a long-term leave of absence.
- 3.0 The employee must have completed a minimum of five (5) years of service with the Board, unless otherwise eligible under their collective agreement. In exceptional circumstances, exceptions to this rule may be considered. Application to this effect must be made to the Director of Education for consideration.
- 4.0 The Director of Education shall determine whether to grant or deny a leave of absence, after consulting with the appropriate Superintendents with consideration to ability to fill the vacant position with a qualified replacement in addition to all other factors. Program and student needs should not be affected by the leave.
- 5.0 The conditions under which a leave is granted shall not be extended if the employee secures a position with another employer, unless otherwise permitted under the collective agreement. It shall be the responsibility of the employee to notify the Manager of Human Resources of such event. Exceptions to this clause may be considered by the Director of Education on an individual basis. An example of this would be an employee who has engaged in a continuing educational program.
- 6.0 Any employee declared redundant because of a reduction of positions shall not be eligible for a leave unless otherwise stipulated in the respective collective agreement.
- 7.0 Where this policy is in conflict with the terms of a collective agreement, an employment contract or established terms and conditions of employment, those terms shall prevail.
- 8.0 Where the request of an employee for a leave of absence without pay is defined under the *Employment Standards Act, 2000*, the *Employment Standards Act* shall prevail.