

PORTAGE LA PRAIRIE SCHOOL DIVISION
Section G: Personnel



GCE-R

Leaves and Absences	Collective Agreement Section or Policy Code Applicable	Letter of Application to Superintendent's Dept.	Approval	To be recorded on the Teacher Absence Report
1) Leave for Executive Duties	18		Principal	X
2) Sabbatical Leave	11	X	Board	
3) Maternity, Parental, and Adoptive Leave & Supplementary Employment Benefit Plan	12	X	Board	
4) Birth Leave	13		Principal	X
5) Sick Leave (see NOTE below)	21			X
6) Leave for Jury and Witness Duty	GCE		Principal	X
7) Leave in Recognition for Extra-curricular Activities	29		Principal	X
8) Personal Leave	28		Principal	X
9) Bereavement Leave	31		Principal	X
10) Leave of Absence Without Pay	23	X	Board	
11) Religious Leave	GCE		Superintendent	X
12) Compassionate Leave	GCE	X	Superintendent	X
13) Absence for Manitoba Education meetings	GCE		Principal	X
14) Personal Leave - Additional	GCE	X	Board	X
15) Absence for Purpose of Writing Examination	GCE		Principal	X

NOTE: Professional staff of the Division who are away from work due to illness or injury, for a continuous period of more than four work days, shall submit a Doctor's certificate to the Principal/Supervisor.