



File GCE

PROFESSIONAL STAFF LEAVES AND ABSENCES

The Board will provide for leaves and absences for its professional staff members, in accordance with applicable legislation and the terms of the Collective Agreement. Additional leave may be granted by the Board in certain situations, as follows.

Jury Duty

Professional staff shall be granted a leave of absence without loss of pay when called for jury duty. Any remuneration received, not including expenses, shall be turned over to The Portage la Prairie School Division.

Witness Duty

Professional staff who are subpoenaed to appear as a witness shall be granted leave of absence without loss of pay. Any remuneration received, not including expenses, shall be turned over to The Portage la Prairie School Division. M.R. 24/84 (*The Jury Act*)

Absence for the Purpose of Writing Examinations

Teachers who enroll in evening or Saturday courses held during the school year for the purpose of upgrading their academic or professional qualifications, shall be granted time without loss of salary, if required, to write examinations in these subjects. Normally, the time granted for each examination shall be one-half day if the examination is conducted during school hours. However, one full day may be granted if timing and travel warrant.

Teachers are required to complete the prescribed form, well in advance of the dates(s) for which leave is requested.

Absence for Manitoba Education Meetings

Teachers who are asked to become members of curriculum revision or other committees set up by Manitoba Education may be required from time to time to attend meetings outside the Division during a school day. An arrangement exists between the Department and this Division whereby personnel may be released without loss of salary for the desired time.

Compassionate Leave

The Senior Administrative staff is authorized to grant staff members up to three days per year of compassionate leave with salary adjustments at the discretion of the Senior Administrative staff.

Compassionate leave is intended to apply to situations of an unusual nature that affect the health or welfare of the employee or his/her immediate family such as:



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- Emergency hospitalization of an immediate family member (spouse, child, parent, brother, sister)
- Hospitalization (surgery) of spouse, parent or child

Compassionate leave shall also apply in situations which require a staff member to serve as an “active pallbearer.”

Personal Leave - Additional

In recognition of the fact that from time to time Teachers may be required to attend to personal obligations during the school day, the Board authorizes the Superintendent to grant Teachers personal leave as per Article 28 of the Collective Agreement. Requests for additional time for unusual or emergency situations must be addressed to the Superintendent in writing for consideration by the Board.

The conditions applicable to personal leave are:

- a) The Teacher must make application on the prescribed form to the Principal, at least five school days in advance of the date(s) for which the leave is requested.
- b) The Principal and Superintendent approve the leave.
- c) A suitable Substitute Teacher is available.
- d) The salary is adjusted by the appropriate rate for each day of approved leave.
- e) Leave for personal business will generally not be approved within two weeks of the beginning or end of the school year or semester.
- f) Pro-rated for Teachers on contract for less than one year.
 - Teachers on contract for up to 5 months - 1 day,
 - Teachers on contract for 6-10 months – 2 days.

Religious Leave

The Portage la Prairie School Division, out of respect for the religious beliefs of its staff, will give serious consideration to requests for leave to observe religious holy days.

Any Division employee wishing to be absent from his/her duties on regular working days due to observance of holy days of his/her faith shall submit a completed “Request for Leave” form to the Board office at least one month prior to the anticipated absence.



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The Senior Administrative staff may grant such leave to a maximum of three days per person per academic year. Requests for such leave in excess of three days must be referred to the Board of Trustees.

Any Teacher granted religious leave shall have the current Substitute Teacher rate deducted from his/her salary for the first day of such leave per school year, and the per diem rate deducted for each additional day of religious leave granted in the same school year. Any non-teaching employee granted religious leave shall have the per diem rate deducted for each day of such leave.

Religious leave will not be granted if:

- when the employee is a Teacher, a suitable substitute is not available;
- the absence of the staff member causes a hardship upon students;
- the cost of allowing religious leave places undue demands upon the School Division.

The Board believes that provisions for leaves and absences will help to attract and retain faculty who will continue to grow professionally, maintain their health and wellness, and have a feeling of security within the Portage la Prairie School Division.

The table following outlines procedures required for all professional staff leaves and absences (GCE-R).

Leaves and absences will be recorded by the Principal of each school on the Staff Absence Report.