

**CODE:** FJF.AR

**EFFECTIVE DATE:** (29-01-2020)

**TOPIC:** Leaves of Absence - Personal

**ISSUE DATE:** (29-01-2020)

**REVIEW YEAR:** (2015)

---

## REGULATION

### A. GENERAL

This regulation applies to leaves of absence in excess of 30 consecutive calendar days without salary or benefits excluding leaves of absence for maternity, parental or health reasons.

### B. TEACHERS

Subject to Division needs and pursuant to the teachers' collective agreement, personal leaves of absence may be granted at the discretion of the Superintendent of Schools and when granted, shall be in accordance with the following:

1. The start date and return date of a personal leave of absence for a partial school year should coincide with the school term, semester break, or winter or spring recess.
2. Personal leaves of absence of one school year or the equivalent shall be taken from the Division. A teacher taking such leave will not remain attached to the school or central decision unit to which they were assigned prior to taking the leave of absence.
3. A principal who has been confirmed and who is granted a personal leave of absence will retain their designation while on leave.
4. A teacher designated to a one-year term position of leadership immediately prior to a personal leave of absence for one school year or equivalent will not be re-designated and as such, will not retain their leadership designation while on leave.
5. A teacher returning from a personal leave of absence at the beginning of a school year is expected to apply on positions posted in the Spring prior to the beginning of that school year. A teacher unsuccessful in securing a position will be placed by the Superintendent of Schools.

### C. EXEMPT STAFF

Personal leaves of absence granted to exempt staff are governed by the terms and conditions outlined in Employment Information for Exempt Non-Management staff or Employment Information for Exempt Management staff, whichever applies.

### D. CUSTODIAL, MAINTENANCE, AND SUPPORT STAFF

Leaves of absence for CUPE members are governed by collective agreements.

E. ALL STAFF

At the discretion of the Superintendent of Schools, a personal leave of absence without pay might be granted to a staff member campaigning for a publicly elected office except for Edmonton Public Schools' Trustee. If elected, the leave of absence will be extended for the duration of the first term of elected office.

**REFERENCES**

FA.BP - Human Resources Framework

Collective Agreement with Edmonton Public Teachers, Local 37 of the Alberta Teachers' Association

Collective Agreements with the Canadian Union of Public Employees Local 474, Local 784 and Local 3550