



Directive on Special leaves of absence for Outside Activities

Department responsible: Human Resources	Approved by: _____
Effective date: June 17, 2008	Amended on:
Reference: Policy CC 2007/08-43	

Underlined article numbers identify provisions adopted by the Council of Commissioners

The School Board wishes to enhance the involvement of its employees in other activities dedicated to the development of the Nunavik and the well-being of its population.

1. Premises

- 1.1 [purpose](#) This directive sets the rules pertaining to leaves of absence in special and specific circumstances not provided as such in collective agreements or other regulations related to working conditions in order for employees to attend certain outside activities for other organizations not directly related to their employment.
- 1.2 [application](#) This directive applies to all Kativik School Board tenured employees when attending outside activities not mandated by the Board.
- 1.3 [definitions](#) In this directive, the following words or expressions mean:
- a) **immediate supervisor:** a person who is responsible for the supervision of an employee;
 - b) **recognized organizations:** organization such as Pauktutiit, NAHO (National Aboriginal Health Organization) et A.M.I. (Association of Montreal Inuit), Circumpolar conference, etc.

2. Outside Activities

- 2.1 [conflict of interest](#) Employees may take part in outside activities unless the activities are likely to give rise to a conflict of interest or in any way undermine the neutrality of the School Board.

Where outside activities might subject employees to demands incompatible with their official duties, or cast doubt on their ability to perform their duties in a completely objective manner, they shall submit a Report to their Immediate supervisor. The Supervisor may require that the outside activities be curtailed, modified or terminated if it is determined that real, apparent or potential conflict of interest exists.

- 2.2 [activity](#) An employee may request an authorized leave of absence without pay while engaged in the actual performance of his duties for a recognized organization as:
- a) board member of the organization;
 - b) volunteer for non-profit organizations;
 - c) community-enhancing activity.

3. Conditions Leaves

- 3.1 [conditions](#) Any leave of absence granted under the present Directive shall not:
- a) interfere with the functioning of the services;
 - b) incur any additional costs or expenses for the Board;
 - c) be used for a different reason than the reason for which it was approved.
- 3.2 [without pay](#) Any leave of absence granted under the present Directive is taken as a leave without pay or deducted from the employee's bank of vacations.
- 3.3 [leave / school administrators](#) At all time, the presence of at least one school administrator is required in the school and the leave of absence will be granted accordingly.
- 3.4 [calendar](#) The employee shall submit as soon as possible the date when he expects to request a leave of absence.
- 3.5 [replacement](#) The needed replacement during the absence has to be arranged prior to departure, failing which the special leave cannot be taken

4. Authorization and Duration

- 4.1 [travel](#) The authorized absence shall include travel both to and from such duties performed.
- 4.2 [authorization](#) Depending of the duration of the leave of absence without pay, the authorization must be obtained from the appropriate authority as determined in the Ordinance on the Delegation of Powers to the Executive Committee, Director-General and senior management of the Kativik School Board
- However, in each case, the approbation of the immediate supervisor is required.
- 4.3 [absence report](#) All absences must be reported on absence reports under the code "F" with the name of the supervisor who authorized the leave without pay indicated in the space for comments.
- 4.4 [non-authorization](#) Any unauthorized absence is subject to appropriate measure and sanctions when applicable.

5. Application of this directive

- 5.1 [previous provisions](#) The present directive replaces all other directives of the Board pertaining to this subject, while respecting the policies adopted by the Council of Commissioners where applicable. If such policies are adopted, the provisions of these policies will be integrated into this directive for the benefit of the reader.
- 5.2 [responsibility](#) The Director of Human Resources is the person responsible for the application of this directive.