



Directive on Special Leaves of Absence for Outside Activities

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: June 17, 2008	Amended on: March 13, 2014
Reference: Policy CC 2007/08-43 and 2013/2014-32	<ul style="list-style-type: none"> ▪ Ordinance on the delegation of powers (KSB-03) ▪ Code of Ethics / employees (KSB-05)

Underlined article numbers identify provisions adopted by the Council of Commissioners

The School Board wishes to accommodate as much as possible its employees who, for valid reasons, are requesting an exceptional leave of absence not provided in collective agreements or other regulations related to working conditions. The Board also wishes hereby to enhance the involvement of its employees in other activities dedicated to the development of the Nunavik and the well-being of its population by granting under specific conditions leave of absence in order to attend outside activities for other organizations not directly related to their employment. The Board must also be able to continue to ensure the quality of services offered. The Board reserves the right to grant or deny requests for any such leaves under this Directive.

1. Premises

- 1.1 [source](#) A leave of absence for outside activities can be taken as a leave without pay or deducted from the employee's bank of vacation or overtime if applicable.
- 1.2 [definitions](#) In this directive, the following words or expressions mean:
- a) **immediate supervisor:** the person who is responsible for the supervision of an employee as established in the *KSB Ordinance on the Delegation of Powers*;
 - b) **public office:** elected or appointed to a function of minister, deputy, mayor, municipal counsellor or regional counsellor in the Kativik Regional Government or as director of the Federation of Cooperatives of Northern Québec (FCNQ) or the Makivik Corporation;
 - c) **recognized organizations:** organizations created by the James Bay and Northern Quebec Agreement (KRG, KSB and NRBHSS) and those mandated with the development and well-being of Nunavik and its population under one of the following criteria:

- i. International level representation involved in a wide range of policy files (e.g. ICC)
- ii. National level representation involved in a wide range of policy files (e.g. ITK, NAHO)
- iii. Provincial/territorial, regional or local representation (e.g. Makivik)
- iv. A democratically controlled non-profit organization run by a board (usually of Directors and a President) (e.g. daycares.)
- v. The membership is restricted to a defined or identifiable group of Inuit communities and/or organizations (e.g. ICC)
- vi. The organization is mandated, by its members, to represent or advocate for the interests of those members.

2. Level of Authority / Approval

Before any leave of absence without pay, or with the use of vacation days or overtime, is granted, the immediate supervisor must have given his authorization or recommendation.

- 2.1 [5 days and less](#) The immediate supervisor may approve leaves of absence not exceeding a total of 5 working days **per school year** for the same employee.
- 2.2 [10 days and less](#) The Directors of departments may approve leaves of absence not exceeding a total of 10 working days **per school year**, for employees within their department. This is in addition to the 5 days mentioned in article 2.1.
- 2.3 [less than 30 days](#) The Director General may approve leaves of absence from 11 to 30 days **per school year** for any employee when not otherwise provided in the Ordinance on the Delegation of Powers.
- 2.4 [30 days and more](#) The Director General may authorize leaves of absence of 30 days and more **per school year** for any support staff and the Executive Committee may authorize leaves of absence of 30 days and more **per school year** for any other employee.
- 2.5 [exceeding the number of days](#) The immediate supervisor is responsible to ensure that the maximum number of days established above is not exceeded. The immediate supervisor must consider any leave exceeding this limit as non-authorized leave and when applicable, impose any appropriate disciplinary measures.
- 2.6 [travel](#) The authorized absence shall include any required and necessary travel.

3. Requirements

- 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 [leave / school administrators](#) At all times, the presence of at least one school administrator is required in the school and the request for a leave of absence will be evaluated accordingly.
- 3.3 [duration](#) The employee must take the reasonable means at his disposal to limit the taking and duration of the leave.
- 3.4 [requests not covered](#) Any other leave of absence not covered by a collective agreement or regulation or by this Directive must be brought to the Executive Committee for approval.

Outside Activities

- 3.5 [outside activity](#) An employee may request a leave of absence when attending outside activities not mandated by the Board and while engaged in the actual performance of duties for a recognized organization:
- a) as a board member of the organization;
 - b) as a volunteer for non-profit organizations;
 - c) for community-enhancing activities.

However, it does not cover the specific requirements applicable to **long term leaves** for public office which are covered in the by-law for working conditions of management and in the collective agreements.

- 3.5.1 [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.

- 3.5.2 [replacement](#) The needed replacement during the absence for outside activities has to be arranged prior to departure, failing which the special leave cannot be taken. Should alternative arrangements be made without a replacement whereby the students are not directly penalized, authorization in these cases may be given.

- 3.5.3 [attestation](#) Employees are required to provide an attestation of attendance from the organization afterwards; any leaves without the attestation will be considered unauthorized leave without pay and subject to disciplinary measures. (See Annex B for a sample)
- 3.6 [employee must inform the Board](#) At the beginning of the school year, or as soon as it is known, the employee has the responsibility to inform their supervisor of any participation in outside activities.

4. Request and Absence Report

- 4.1 [submission of the request](#) Any requests for leave of absence must:
- a) be submitted in writing to the immediate supervisor stating the reasons for the absence;
 - b) be submitted at least 1 week in advance;
 - c) have an absence report filled out with the appropriate code.

The above conditions are mandatory unless the employee provides to his immediate supervisor the proof that he was not able to meet them for causes beyond his control and this is not ensuing from his negligence.

5. Final Provisions and Application of this Directive

- 5.1 [non-authorization](#) Any unauthorized absence is subject to appropriate measure and sanctions when applicable.
- 5.2 [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.
- 5.3 [responsibility](#) Any person referred to in this Directive must abide to all its provisions and all managers of the School Board are responsible to ensure that all its provisions are applied and respected.

The Director of Human Resources is the person responsible for providing support in the interpretation of this Directive and to ensure its revision when necessary.



Annex A

Request for a Special Leave of Absence For Outside Activities

The recommendation or authorization of the immediate supervisor is required.

Name of employee (in block letters) _____

Employee no. or S.I.N.: _____ Community: _____

Functions: _____

Starting date: _____ Date of return: _____

Reason(s) for the request (specify):

(e.g. Which organization are you representing? Attendance is required or optional? Type of activity (Board meeting, training, workshop, info session, etc.)?)

The employee has the obligation to make a request and inform his supervisor for any extension to this leave prior to the extension itself.

Signature of the employee: _____ Date : _____

Supervisor's Recommendation: _____ Date: _____
(signature)

Authorization	Signature	Date
Supervisor (up to 5 days per school year)		
Director of Department (up to 10 days)		
Director General (from 11 to 30 days) –		
Director General** (more than 30 days) – for Support Staff only		

**For any request of Leave Without Pay of more than 30 days, please send a written request to H.R. 2 months prior to departure. It will have to be submitted to the Executive Committee for approval.

N.-B.: This form must be submitted to Human resources at least 1 week prior to the leave of absence.

Annex B

Sample of attestation / Outside Activities

**Attestation Leave of Absence
For Outside Activities**

To be issued by the organization for which the employee was granted a leave of absence for outside activities.

Name of the Organization: _____

I, as the Organization representative, hereby certify that _____
(name of the KSB employee)

Was attending an event/meeting or was performing duties for our organization in one of the following categories:

- a) as a board member of the organization
- b) as a volunteer
- c) for community-enhancing activities

(description of the activities) _____

During the following period(s):

From _____ To _____ 20__

Name of the representative: _____

Position: _____

Signature: _____

Date: _____