



Directive on Leaves of Absence Without pay

Department responsible: Human Resources	Approved by: _____ Director-General
Effective date: June 6, 2011	Amended on: November 8, 2011
Reference:	<ul style="list-style-type: none"> ▪ KSB-03 / Ordinance on the delegation of powers ▪ HR-09 / Special leaves of absence for outside activities

1. Premises

- 1.1 [purpose](#) This directive sets certain rules pertaining to leaves of absence without pay for valid reasons not provided in collective agreements or other regulations related to working conditions.
- 1.2 [definitions](#) In this directive, the expression immediate supervisor is defined as the person who is responsible for the supervision of an employee as established in the *Ordinance on the Delegation of Powers*.
- 1.3 [application](#) This directive applies to all KSB employees and any leave of absence without pay provided in this Directive shall remain an exceptional measure that should not interfere with the functioning and delivery of the services.

2. Level of authority / authorizations

- 2.1 [5 days and less](#) The immediate supervisor may approve a leave without pay for valid reasons not exceeding a total of five (5) working days per school year for the same employee.
- 2.2 [10 days and less](#) The Directors of departments may approve leaves without salaries for valid reasons not exceeding a total of ten (10) working days per school year, for employees within their department. This is in addition to the 5 days mentioned in article 2.1.

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- 2.3 [less than 30 days](#) The Director General may approve leaves without pay of less than 30 days for any employee when not otherwise provided in the Ordinance on the Delegation of Powers.
- 2.4 [30 days and more](#) The Executive Committee may authorize a leave without pay of 30 days and more for any employee and the Director General has the same authority for the support staff.

Procedure

- 2A) [immediate supervisor](#) Before any leave of absence is granted, the immediate supervisor must have given his authorization or recommendation (see article 3.2 a) below).

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3. Requirements

- 3.1 [condition / last resort](#) The immediate supervisor must ensure that the employee has first exhausted all his remaining annual leaves and overtime bank, before any leave of absence is authorized under the present Directive.

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- 3.2 [request](#) Any requests for leave of absence without pay must:
- a) be submitted in writing to the immediate supervisor stating the reasons for the absence;
 - b) be made in advance whenever possible.

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 not ensuing from his negligence.

- 3.3 [valid reasons](#) For the application of this Directive, the following reasons are considered valid:
- a) medical and family emergencies (proof required);
 - b) sickness in the family (proof required);
 - c) circumstances related to act of god;
 - d) any other reason that has been judged relevant by the supervisor.

- 3.3.1 The following reasons are not considered valid:

- a) attending sports or entertainment events as spectator;
- b) shopping or reunions;
- c) undefined personal departures.

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- 3.4 [absence report](#) All absences must be reported on absence reports under the code "C" with the name of the supervisor who authorized the leave without pay indicated in the space for comments.
- 3.5 [exceeding the number of days](#) The immediate supervisor is responsible to ensure that the maximum number of days established in section 2 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.

4. Application of this directive

- 4.1 [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.
- 4.2 [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 leave of absence without pay



Name of employee (in block letters) _____

of employee or S.I.N.: _____ Community: _____

Functions: _____

Reason(s) for the request:

To escort a family member to the hospital

Sickness of a family member

Other (explain): _____

Starting date: _____ Date of return: _____

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 : _____

Authorization	Signature	Date
Supervisor (up to 5 days)		
Director of Department (up to 10 days)		
Director General (from 11 to 30 days) – for teachers & professionals		

For any request of LWOP of more than 30 days, please send a written request to H.R. two (2) weeks 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 one week prior to departure.