

**DIRECTIVE ON GRANTING LEAVES OF ABSENCE WITHOUT PAY
OTHER THAN THOSE PROVIDED FOR IN THE COLLECTIVE
AGREEMENTS AND OTHER REGULATIONS**

Department responsible : Human Resources	Approved by : _____ Director general
Effective date : June 6, 2011	Amended : November 8, 2011 and June 1, 2020
References : Resolutions CC2019-2020-81	

1. PREAMBLE

- 1.1 [purpose](#) This directive, hereinafter referred to as the Directive, establishes certain rules pertaining to leaves of absence without pay for valid reasons not provided for in the provisions of the collective agreements or other regulations related to working conditions at Kativik Ilisarniliriniq, hereinafter referred to as the Board.
- 1.2 [definitions](#) For the purpose of this Directive :
- a) **immediate supervisor:** the person who is responsible for the supervision of an employee.

2. FIELDS OF APPLICATION

- 2.1 [application](#) The Directive applies to all employees of the Board.
- 2.2 [granting of leave](#) The Board is responsible for granting leaves of absence.

3. GENERAL PRINCIPLES

- 3.1 [5 days or less](#) The immediate supervisor may authorize a leave without pay not exceeding five (5), consecutive or non-consecutive, working days per school year, for an employee within their department. The supervisor justifies the absence in the Comments section of the absence report.
- 3.2 [10 days or less](#) Department directors may approve a leave without pay not exceeding a total of ten (10) working days per school year, for employees within their department. This leave can be in addition to the leave provided for in section 3.1.



- 3.3 [30 days or less](#) The Director General may approve a leave without pay of less than 30 days for any employee. This leave is not in addition to the leaves provided for in sections 3.1 and 3.2.
- 3.4 [more than 30 days](#) The Executive Committee may approve a leave of absence of more than 30 days for any employee. This leave is not in addition to the leaves provided for in sections 3.1, 3.2 and 3.3.
- 3.5 [form](#) In the case of sections 3.2, 3.3 and 3.4, the employee must complete the form in Appendix 1.

4. PROCEDURE

- 4.1 [banks](#) The immediate supervisor must ensure that employees use their vacation, compensatory or overtime bank before approving a leave without pay.
- 4.2 [number of days of leave granted](#) The immediate supervisor is responsible for tracking the number of days of leave without pay taken by an employee.

5. APPLICATION

- 5.1 [previous provisions](#) The Directive replaces all other directives of the Board pertaining to this subject.
- 5.2 [responsibility](#) Every employee must comply with this Directive. Every manager must know, understand, disseminate and apply this Directive
The Director of Human Resources is responsible for the interpretation and revision of this Directive.



**APPENDIX 1
REQUEST FOR A LEAVE OF ABSENCE WITHOUT PAY**

Directive on granting leaves of absence without pay other than those provided for in the collective agreements and other regulations

Submit a copy to Human Resources

EMPLOYEE IDENTIFICATION

Name of employee : _____

Employee number : _____ Community : _____

Name of immediate superior : _____

LEAVE

Departure date : _____ Return date : _____

Type of activity : _____

Justification of request (attach any supporting documentation) : _____

SIGNATURE

Employee : _____ Date : _____

Immediate superior : _____ Date : _____

AUTHORIZATION

Leave	Signature	Date
Up to 10 days - Department Manager		
Up to 30 days - Director General		
More than 30 days - Executive Committee	By resolution	

