

**DIRECTIVE ON**  
**LEAVE OF ABSENCE FOR SEARCH AND RESCUE**

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| <b>Department responsible :</b><br>Human Resources | <b>Approved by :</b><br><br>_____<br>Director general |
| <b>Effective date :</b><br>October 31, 2007        | <b>Amended :</b>                                      |
| <b>References :</b><br>Policy CC 2007/08-07        |   |

**1. REQUIREMENTS**

- 1.1 [purpose](#) This directive sets certain rules pertaining to leaves of absence for employees of the Board who are involved in operations of search and rescue in one of the Communities.
- 1.2 [application](#) An employee may be absent from work for no more than five (5) days per school year without loss of salary or benefits for the purpose of participating in community-organized search and rescue operations.
- 1.3 [official operation](#) The search and rescue operation must be one which is organized or sanctioned by the local community, police authorities or public security.
- 1.4 [authorization](#) The employee must as much as possible request authorization from his immediate supervisor prior to the leave indicating that he has been requested or accepted to participate in the operation.
- 1.5 [absence report](#) All absences must be reported by the Centre Director on absence reports using the code “F” with the comment “Search and Rescue” indicated in the space for comments.



## 2. APPLICATION OF THIS DIRECTIVE

- 2.1 [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.
- 2.2 [responsibility](#) The Director of Human Resources is the person responsible for the application of this directive.

