

PERSONAL LEAVE OF ABSENCE PROCEDURES

- (1) Employees requesting personal leave not exceeding one year must do so by completing an online leave of absence request.
- (2) Additional information or documentation may be requested by the human resources department.
- (3) In considering such requests, the human resources department shall consider the following criteria:
 - (a) frequency of requests,
 - (b) years of service and attendance record,
 - (c) extra service and involvement,
 - (d) contractual provisions,
 - (e) availability of suitable replacement.
- (3) Any provision in a collective agreement between the board of trustees and a group of its employees shall take precedence over this policy.

Effective Date: December 16, 2003 Review Date:
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20, 2018
Board Motion(s): 671/03; 424/07; 58/18
Legal/Cross Reference: