



Memo



TO: TO ALL CUPE STAFF
FROM: Vanessa A. Lysne, Human Resources Manager
DATE: August 30, 2023
RE: Special Leaves (Leaves without Pay)

This letter is to advise CUPE 5101 of the following:

Article 2. MANAGEMENT'S RIGHTS The management of the work force and of the methods of operation is vested exclusively in the Board, except as otherwise specifically provided in this Agreement, and subject to grievance procedures.

Based on the above, the District will be exercising their managerial rights to ensure our schools and sites are staffed adequately. To this end, the District will be implementing the following guidelines regarding Special Leaves (leaves without pay) with the exception being any leaves that fall under the Employment Standards Act.

3 WEEKS NOTICE

The 3-week notice period, as per the Collective Agreement, will be implemented. Leave requests must be received by Human Resources prior to the first day of the leave being requested. In the event of unforeseen, or exceptional circumstances, the District will give consideration to waiving this expectation.

REASONS for the Leave

Leaves without pay require a reason for the leave. Leave requests without a reason noted will not be considered and will be returned to the employee. This may delay the leave request being reviewed. Additionally, a wholesome reason for the leave request is required. Please be aware that "Personal" is not an adequate explanation and will not be approved as there is no provision in the Collective Agreement for personal leave.

EDUCATIONAL LEAVES

Educational Leaves will not be automatically approved as consideration must be given to staffing levels at schools. When applying for an Educational Leave, the applicant is to attach a course synopsis and indicate on the leave application how the learning gained will benefit the students in our District. Consideration will be given to all leaves; however, priority consideration will be given to learning that will benefit our students directly. Verification of

registration in a program is required, and employees are required to submit a paid receipt of tuition.

Note: A leave to study to be a veterinarian assistant would not be approved under this leave provision. While the learning in this program may be beneficial to a career in a different field, the skills learned do not directly support our students. In this scenario, an employee holding a regular position, with 2 weeks' notice, can vacate their regular position and go to the casual list where a Special Leave can be requested following Collective Agreement language.

Employees holding a position and requesting a partial leave from it – for example, unavailable Monday, Weds, Fri – this type of leave traditionally is difficult to backfill from the casual list. As consistency of adults working with students is our priority, these leaves will not be approved if the District is unable to fill the vacancy created by the leave. Alternatively, in this scenario the employee holding a regular position requesting this type of leave, with 2 weeks' notice, can vacate their regular position and go to the casual list where a Special Leave can be requested following Collective Agreement language.

Note:

Leaves to work elsewhere will no longer be approved, this is **new** Collective Agreement language. Extenuating circumstances can be reviewed and mutually agreed with the union for approval.

Leaves to live elsewhere will not be approved while holding a position. Employees in this situation can be placed on the casual list and apply for a Special Leave following Collective Agreement language.

UNAVAILABLE CASUAL EMPLOYEES

Casual employees who are unavailable for more than 2 weeks are required to fill in a leave application under a "Special Leave." The same requirements of 3 weeks' notice and a wholesome reason applies. Casuals who do not fulfill their contractual obligation regarding unavailability for more than 2 weeks, and who do not submit a Leave Application under a "Special Leave", may be deemed to have resigned.

TEMPORARY POSITION LEAVES

All temporary positions must be completed in full; leaves will not be approved.