

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

ADMINISTRATIVE PROCEDURE: LONG-TERM LEAVE OF ABSENCE

<i>PROCEDURE CODE:</i>	<i>518 AP 001</i>
Policy Reference: 518 - Long-Term Leave of Absence	

PROCEDURE

1. Normally a personal leave of absence should not extend beyond one year.
2. When requesting a leave of longer than one year, the application needs to be made in the initial request.
3. Under extenuating circumstances, a second year request can be directed to the Superintendent for consideration.
4. Being able to obtain the services of a suitable replacement instructor may be a consideration in granting a personal leave of absence.
5. To fulfill the duties of a MLA or MP, a leave of absence, without pay, will be granted for one term of office.
6. Written applications will be directed to the Deputy Superintendent: Human Resources, who shall consider each request. Applicants should include length of absence requested, as well as reasons for the request.
7. Appeals may be made to the Board.
8. Applications should be at Central Office 30 days prior to the date of commencement of the leave, so the request can be considered. In emergent situations, the deadline may be waived. Personnel may not start a long-term leave of absence before approval for such leave has been granted.

Approved: February 22, 2005

Revised: February 6, 2017