

*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

POLICY 518: LONG-TERM LEAVE OF ABSENCE

BACKGROUND

Situations arise from time to time wherein a staff member wishes to be absent from duties. Where the absence is not addressed by a collective agreement and/or contract, a request for leave of absence will be considered.

POLICY

The Board of Trustees may approve a staff member's application for temporary leave of absence.

GUIDELINES

1. A leave of absence under this policy shall not create a net cost to the Board.
2. The availability of a suitable replacement for a staff member shall be a consideration in granting a long-term leave of absence.
3. Eligible Teachers may consider and make application to the Deferred Salary Leave Plan.

ADMINISTRATIVE PROCEDURE

[518 AP 001 – Long-Term Leave of Absence](#)

[518 AP 002 – Deferred Salary Leave Plan](#)

ADMINISTRATIVE PROCEDURES – EXHIBITS

[518 E 001 – Deferred Salary Leave Plan Agreement](#)

Approved: September 7, 2004

Revised: May 26, 2026