



## KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

### POLICY STATEMENT

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**Section: Human Resources**

- **Leaves of Absence**

**Policy: LEAVE OF ABSENCE**

**Policy Code: HR-6.1**

**Page 1**

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The Board recognizes that, on occasion, employees may need to request a leave of absence from their regular duties in order to balance work and life responsibilities.

Some leave of absence provisions, such as bereavement leave or personal leave of absence without pay are clearly enunciated in collective agreements and/or Administrative Regulations. Other job-protected leaves, such as family medical leave, pregnancy leave, parental leave, and family responsibility leave are addressed by legislation.

Reasonable effort will be made by the Board to accommodate employee requests for leave of absence which are not subject to legislation or required by a collective agreement. However, when considering such leave requests, in particular during the school year from September to June, it will be ensured that the education of the Board's students, staff continuity and the efficiency of operation in each department or school and in the system, are not compromised in any way.

Unless required as a result of legislation, or by the provisions of a collective agreement, requests for leaves which will result in additional cost to the Board are to be avoided and will be approved only in exceptional circumstances.

Where a leave of absence provision forming part of a collective agreement requires additional procedures, administrative regulations will be maintained.

The administrative regulations will reflect the philosophy of this policy.

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Established: April 29, 1999    Revised/Reviewed: November 24, 2005  
March 31, 2010  
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