



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

- **Leaves of Absence**

Regulation: LEAVE OF ABSENCE – LEAVE WITH PAY

Regulation Code: HR-6.1.5

Policy Code Reference: HR-6.1

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This administrative regulation is written in accordance with the guiding principles in Board Policy No. HR-6.1, Leave of Absence.

Where the request of an employee for a leave of absence with pay is not subject to the provisions of a collective agreement or other terms and conditions of employment, this administrative regulation will apply.

1. Bereavement Leave

- 1.1 Leave of absence without loss of pay will be granted to a maximum of three working days in the case of the death of an immediate member of the employee's family. Immediate member of the family will mean spouse, common law partner or same sex partner residing at the employee's residence, fiancé, mother, father, daughter, son, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparent or grandchild, or step equivalent as appropriate.
- 1.2 Leave of absence without loss of pay will be granted to a maximum of one working day to attend the funeral of an aunt, uncle, niece, or nephew of the employee, or step equivalent as appropriate.
- 1.3 At the discretion of Human Resource Services, up to two additional working days may be granted to meet exigencies of distance and special circumstances.
- 1.4 Employees will not be paid for Saturdays or Sundays under this administrative regulation.

2. Jury Duty or Court Witness Leave

- 2.1 Where an employee is absent by reason of a summons to serve as a juror, or a subpoena as a witness in any proceeding, including a coroner's inquest, to which the employee is not one of the persons charged, regular salary will be continued without loss of sick leave, but the employee will pay to the employer any fee received as a juror or as a witness.
- 2.2 In order to qualify for payment under this article the employee will inform the employee's immediate supervisor within twenty-four hours of receipt of the employee's notice for service as a juror or witness; and provide a written statement to the supervisor indicating the date of the employee's service as a juror, or witness, the time so spent, and the fee received for the employee's services.

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3. Quarantine Leave

Quarantine leave will be granted when declared by the Medical Officer of Health, or designate.

4. Personal Leaves

A maximum of five days per year leave of absence with pay may be granted subject to the approval of the immediate supervisor, in consultation with Human Resource Services, or designate, where necessary, for leaves defined herein where such leaves occur during a normal working day.

For purposes of this regulation, “year” is defined as September 1 to August 31.

Personal leaves will include:

- 4.1 to serve as a pallbearer in a circumstance not involving the immediate family, up to one day per occurrence.
- 4.2 to attend the birth or adoption of the employee’s child, up to one day per occurrence.
- 4.3 to attend the secondary graduation and post-secondary convocation of the employee, and/or the employee’s spouse or child, up to one day per occurrence.
- 4.4 to write examinations to upgrade the employee’s employment qualifications, up to one day per occurrence.
- 4.5 to attend a legal appointment, up to one day per occurrence.
- 4.6 to move the employee’s residence, up to one day per occurrence.
- 4.7 to observe recognized religious holidays.
- 4.8 to attend medical or dental appointments where it is not possible for the employee to schedule such appointments other than during regular working hours.
- 4.9 to attend the funeral of a close friend, up to one day per occurrence.
- 4.10 to attend to sudden or unexpected illness, totally unforeseen and requiring immediate attention of the employee’s spouse, common law partner or same sex

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partner residing at the employee's residence, and/or the employee's child, or parent.

Payment will be made only to the extent of time lost while the employee's presence is required to accompany an immediate family member to a doctor's office or to the hospital, or at home until other arrangements can be made.

- 4.11 inclement weather as per Administrative Regulation No. HR-6.1.1, Leave of Absence – Employee Responsibilities During Inclement Weather.
- 4.12 for special circumstances at the discretion of Human Resource Services.

Established: April 9, 2001 Revised/Reviewed: January 26, 2010
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