Section: **Human Resources**
- **Leaves of Absence**

Regulation: **LEAVE OF ABSENCE – PUBLIC OFFICE AND POLITICAL CONVENTIONS**

Regulation Code: HR-6.1.2
Policy Code Reference: HR-6.1

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 leave of absence for public office, to campaign for public office, or to attend a political convention, is not subject to the provisions of a collective agreement, this administrative regulation will apply. Leaves of absence covered by this administrative regulation do not qualify for the use of personal leave days.

All leaves of absence in this administrative regulation will be without pay and with employee reimbursement of the premium cost of benefits.

1. Leave of Absence for Elected Public Office – Regular Full Time and Part Time

An employee elected or re-elected to the office of Member of Parliament for the Government of Canada (MP), or to the office of Member of Parliament for the Government of the Province of Ontario (MPP), or elected to other public office which requires regular full-time leave (or regular part-time leave, e.g. half days every day for an extended period of time), where permanent or long-term replacement is required, will be entitled to a leave of absence without pay for the term of office for a maximum of five years. Such leave will commence no later than the date on which the first session of the government is held. The leave may be terminated by the employee with two months' written notice.

On return from leave, subject to collective agreement provisions where applicable, the employee will be returned to the employee's former position if such a position is available and if the employee's return does not result in the displacement of another employee; otherwise, the employee may be assigned to a vacant position for which the employee is qualified.

2. Leave of Absence for Public Office – Occasional

An employee elected to public office requiring occasional time off from work, such as election to municipal government or as a trustee for another district school board where, for example, incidental days of one day leave per month or more may be required, may be granted leave of absence without pay appropriate to the needs of the office.

Where, in the opinion of the Director of Education, or designate, the amount of such leave taken by an employee prejudices the welfare of students, or jeopardizes the efficiency of operation in a department or school, or in the System, the Director of Education, or designate, may decline further leave of absence.

3. Leave of Absence to Campaign for Political Office

An employee selected as a candidate in a federal, provincial or municipal election may apply to the Director of Education, or designate, for leave of absence without pay for campaigning purposes during the period immediately prior to the election date.

Where, in the opinion of the Director of Education, or designate, the amount of such leave taken by an employee prejudices the welfare of students, or jeopardizes the efficiency of operation in a department or school, or in the System, the Director of Education or designate may decline further leave of absence.

4. Leave of Absence to Attend a Political Convention

An employee selected by a recognized political party as an official voting delegate to a political convention of that political party may be granted leave of absence without pay to attend such conventions at the discretion of the Director of Education, but in no case will the total absence from duty exceed three days in any one school year.

5. Applications for Leave

Applications for leave of absence under this administrative regulation will be made in writing to the Director of Education, or designate.

6. Benefit Coverage During Leave of Absence for Public Office

Subject to eligibility requirements as specified by the insurer, an employee on an approved leave of absence under this administrative regulation may participate in any of the group benefits to which the employee belongs at the time of the leave provided that the employee pays the premium. To maintain participation, the employee must make arrangements through the applicable benefits carrier. Benefits coverage that are a condition of employment, where applicable, shall be continued at the Employee's own expense during the leave of absence. In cases where the Board manages the benefits plan, the employee must agree to participate in a pre-authorized debit plan. The employee will supply the Board with a VOID cheque from the employee's bank account. Deductions will be made from the employee's account on the 10th of each month. The Board reserves the right to discontinue the participation in the benefits plans for any employee should any two payments be denied for reason of insufficient funds.

Established:	October 16, 2000	Revised/Reviewed:	January 26, 2010 January 26, 2015 April 25, 2019