



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

ADMINISTRATIVE REGULATIONS

Section: Human Resources

- Leaves of Absence

Regulation Code: HR-6.1.3

Regulation: LEAVE OF ABSENCE – PERSONAL
LEAVE OF ABSENCE WITHOUT PAY

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 personal leave of absence without pay is not subject to the provisions of a collective agreement, this administrative regulation will apply. Requests for Family Medical Leave and Personal Emergency Leave are addressed in Administrative Regulation No. HR-6.1.9 and Administrative Regulation No. HR-6.1.8, respectively.

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 Without Pay for Personal or Medical Reasons

The request of an employee for a leave of absence without pay for a period of up to one year for personal reasons is subject to the approval of the appropriate superintendent, or designate, in consultation with Human Resource Services. In cases of illness and accidents, the employee may be granted leave of absence of up to six months without pay after the employee has exhausted the employee's sick leave entitlement, provided that the employee will, when required, produce to the employer evidence of illness.

2. Leave of Absence Without Pay for Personal or Medical Reasons Renewal

The employee may apply for renewal of any leave of absence at the end of each one year or six month period, which may be granted at the discretion of the appropriate superintendent, or designate, in consultation with Human Resource Services.

3. Benefits – Leave of Absence Without Pay for Personal or Medical Reasons

Leaves of absence and renewal of leaves as described in this administrative regulation will be at no cost to the Board. 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

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benefits plan for any employee should any two payments be denied for reason of insufficient funds.

4. Leave of Absence Without Pay for Personal Reasons – Operational or Program Considerations

Where, in the opinion of the appropriate superintendent, or designate, the request for a personal leave of absence for personal reasons, or the amount of such leave taken by an employee, prejudices the welfare of students, or jeopardizes the efficiency of operation in a department, or in the System, the appropriate superintendent, or designate, in consultation with Human Resource Services, may decline a request for a leave of absence or further leave of absence.

Established: April 9, 2001

Revised/Reviewed: January 26, 2010

January 26, 2015

April 25, 2019