

Section:	Human Resources
Policy:	4.06
Revised:	March 2023
Approval:	

4.06 Leave of Absence Policy

1. Rationale

Generally, all Teachers are expected to be on the school grounds throughout each instructional day with the exception of the lunch break if a teacher has no supervision duties. The activity in these hours is directly under the jurisdiction of the Principal and must be approved by him.

When approval for absence is given, it will be in writing and will state the reason for the absence and the time involved. The number of planned leaves of absence from the school will not exceed one staff member at any given time.

2. Definitions

Immediate family includes wife, husband, or child. Extended family means parent, brother, sister, grandchild, grandparent, or the same relative of one's spouse.

3. Policy

3.1. Illness Leave

- 3.1.1. Illness within immediate family of non-serious type (ie. Child with flu or cold; dentist appointment.) Time off granted without pay. (It is expected that staff members will normally be able to arrange for someone else to take care of the ill member of the family so that the staff member can continue to discharge his/her duties at school.)
- 3.1.2. Illness within immediate or extended family of serious type (extreme illness, hospitalization, or severe accident.) Time off with full pay for up to 3 days per occurrence to a maximum of 6 days per year.
- 3.1.3. Illness leave (short term) Up to 20 days per year with full pay, at not more than 8 days per occurrence in a monthly period.

3.2. Medical/Dental Appointments

- 3.2.1. Staff are expected to arrange elective procedures so that they do not interfere with their work. When this is not possible, time off with pay will be granted.

3.3. Maternity/Paternity Leave

- 3.3.1. Leave will be in accordance with Labour Code minimum standard and will be available to any teaching employee who has been employed by the school for at least one year. This leave may be consecutive or divided up at the discretion of the employee in consultation with the Principal. Every effort should be made to arrange for leave in a manner which is least disruptive to the school.
 - 3.3.2. One month's notice is to be given to the Board as to when she would like the leave to begin, and one month's notice is to be given as to when she desires to return to work.
 - 3.3.3. This leave will be without salary, but the employee's position will be available when she desires to return to work, provided she complies with the conditions of this policy.
 - 3.3.4. In the event that the employee does not request to return from maternity leave within or at the end of the 21 weeks leave, her position will be assumed to be terminated by mutual consent.
 - 3.3.5. All of the conditions above apply to adoptive parents as well, except that the one month's written notice before the leave is required will be adjusted as necessary.
 - 3.3.6. Leave of two days with pay will be made available to any full time male employee to attend the birth of their spouse's child.
- 3.4. Bereavement Leave
- 3.4.1. Bereavement within immediate family or parent or parent-in-law. Time off with pay for up to 3 days per occurrence.
 - 3.4.2. Bereavement within extended family. Time off with full pay for up to ½ day per occurrence.
 - 3.4.3. Attendance at funeral as mourner or pallbearer. Time off with full pay for up to ½ day per occurrence.
- 3.5. Court leave
- 3.5.1. If subpoenaed as a witness or innocent victim or for jury duty – leave with a maximum of full pay. Any remuneration received from the court system will be given to KCA.
- 3.6. Professional Development Leave
- 3.6.1. Professional Development leave of one day per year with pay in order to attend a conference or visit another school for professional growth may be approved at the discretion of the Principal.
- 3.7. Personal Reasons
- 3.7.1. Leave for personal reasons for all full-time staff upon appropriate notice and approval of the Principal. Up to two days per year, one with pay and one without pay. Approval of a personal leave day is dependent upon availability of TOCs. If multiple teachers request the same personal leave day, permission will be granted on a first come first serve basis, based on availability of TOCs. Contractually obligated special event days (such as parent/teacher interviews) cannot be scheduled as a personal leave day.
- 3.8. Permanent part-time teaching Employees

- 3.8.1. Permanent part-time teaching Employees are eligible for Sick Leave Benefits on a prorated basis. e.g. A half-time employee would get ten days sick leave at their regular pay. A permanent part-time employee will be eligible for three days of Compassionate Leave, but will only be paid for the time that would normally have been worked during the absence.
- 3.9. Leave for purpose of writing examination
 - 3.9.1. Up to one day with full pay if related to Kootenay Christian Academy employment. Up to one day without pay if not related.
- 3.10. The Board reserves the right, through the administrator, to give special consideration above these guidelines for compassionate reasons and extenuating circumstances. It is expected that the staff of Kootenay Christian Academy will continue to give high professional attention to regular attendance, recognizing that the students are best served by the regular staff.
- 3.11. Full-time Support Staff will be granted the same leave benefits as that of full-time Teaching Staff.