

CODE: FJD.AR

EFFECTIVE DATE: (29-01-2020)

TOPIC: Leaves of Absence - Community Service

ISSUE DATE: (29-01-2020)

REVIEW YEAR: (2015)

REGULATION

A. GENERAL

This regulation applies to leaves of absence for the purpose of involvement in an external activity scheduled such that the staff member has no control over the time and place and that can be generally defined as:

1. a direct service to members of the civic, provincial, national, or international community and deemed by the Superintendent of Schools to be beneficial to the Division by meeting one or more of the following criteria:
 - a. enhances prestige of the Division;
 - b. provides an experience which, when shared, would benefit Division students and staff;
 - c. accedes to a request by a government or its agent; or
 - d. raises funds for a cause deemed to be appropriate.

2. a sporting activity in which:
 - a. the staff member will be participating as a coach, referee, manager, or individual or team competitor at the national or international level in a sport sanctioned for inclusion in the Olympic, Commonwealth, Pan-American, or Universiade Games; and
 - b. participation as an individual or team member at the national or international level is as a result of competition at a lower level. A sporting activity which is participatory without a requirement for qualification, except for age, for example, does not qualify.

B. CONDITIONS

Subject to Division needs, requests for leave of absence for community service might be approved by the Superintendent of Schools. Division needs might preclude leave beyond five days per year to a maximum of 10 days during a three-year period. If approved, the following conditions shall apply.

1. If the staff member will be provided an honorarium or other financial compensation while on leave, of an amount per day that is less than the staff member's regular daily rate of pay, the leave will be granted with salary and benefits less the cost of a replacement supply staff member, whether or not a replacement supply staff member is required.

2. If the staff member will be provided an honorarium or other financial compensation while on leave, of an amount per day that is equal to or more than the staff member's regular daily rate of pay, and the honorarium or compensation is retained by the staff member, the leave will be granted without salary but with benefits. For pension purposes, the staff member may submit, to the Division, an amount equal to the staff member's regular daily rate for each day of leave, in which case the leave would be granted

with salary and benefits less the cost of a replacement supply staff member, whether or not a replacement supply staff member is required.

3. If the staff member will not be provided an honorarium or other financial compensation, leave will be granted with full salary and benefits to a maximum of five days per year or 10 days during a three-year period. If additional days of leave for community service are granted, the additional days will be with salary and benefits less the cost of a replacement supply staff member, whether or not a replacement supply staff member is required.

REFERENCES

FA.BP - Human Resources Framework