

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

LEAVE OF ABSENCE: COMMUNITY SERVICE/PUBLIC OFFICE

Page 1 of 2

Purpose

The Board of Education encourages its employees to participate in a wide range of community service organizations and recognizes the right of these employees to seek public office.

Emergency Services

1. In cases where staff members are giving emergency services on a voluntary basis and find it impossible to report for duty because of fatigue which has resulted from extended late night duties related to such service, then the employee may be granted, on request to the Director of Human Resources, one day's leave of absence with pay.
2. In cases where staff members are called to provide voluntary community service in the event of an emergency or catastrophe, the employee may be granted on request such leave of absence with pay as the Superintendent of Schools or designate deems appropriate.

Public Office

During leaves of absence granted under these procedures, an employee shall be relieved of all the duties and responsibilities required by his/her position and he/she may be replaced during his/her absence by another acting or temporary employee.

Annual leave may be taken in conjunction with a leave of absence.

Leaves of absence under these procedures cannot be terminated during its term without the express consent of the Board.

When an employee, who is a candidate for public office, has not applied for a leave of absence and when, in the opinion of the Board, his/her campaign is interfering with the performance of the duties and responsibilities required by the employee's position, he/she shall be so informed by the Board and he/she shall forthwith make arrangements satisfactory to the Board or else be subject to dismissal for cause.

Election to Federal Parliament

An employee elected as a Member of Parliament shall be granted a leave without pay for the duration of one term in office.

On termination of office as a Member of Parliament, a former employee of the Board shall receive priority of placement but not necessarily in his/her former position.

Election to Provincial Legislature

On taking office as a Member of the Legislative Assembly of the Province of British Columbia, an employee of the Board shall, for two (2) terms of office, be granted a leave without pay.

On termination of office as a Member of the Legislative Assembly of the Province of British Columbia, a former employee of the Board shall receive priority of placement but not necessarily in his/her former position.

SCHOOL DISTRICT No. 69 (QUALICUM)

ADMINISTRATIVE PROCEDURE

LEAVE OF ABSENCE: COMMUNITY SERVICE/PUBLIC OFFICE

Page 2 of 2

Election to Municipal Council

It is presumed that service on a Municipal Council will not interfere greatly with the usual performance of an employee's duties and responsibilities. As an employee of the Board it is expected that some reasonable accommodations must be made by both the Board and the employee concerned, during times that compel him/her to devote his/her full capacities to public duties and responsibilities. The Board shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day after the first ten working days he/she is absent.

Election to Public Office

It is presumed that service in other public offices will not interfere greatly with the usual performance of an employee's duties and responsibilities as an employee of the Board. It is expected that some reasonable accommodations must be made by both the Board and the employee concerned, during times that compel the employee to devote his/her full capacities to his/her public duties and responsibilities. The Board shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day after the first ten days he/she is absent.

It is the intent of these procedures to permit the School Board's employees to participate in public affairs benefiting the public and concurrently to protect the interests of the Board, the persons it employs and the public it serves.

Leave of Absence for Political Campaigns

On being duly accepted as a candidate for public office, whether it be for Federal Parliament, the Provincial Legislature, the Municipal Council or other public office, an employee of the Board may apply to the Board in writing for a leave of absence to conduct his/her campaign. The Board shall grant a continuous leave of absence as requested for up to sixty (60) calendar days and shall reduce the employee's salary to a nominal One Dollar (\$1.00) per working day that he/she is absent.

The reduction in salary is implicit in the application for leave of absence notwithstanding any other salary agreement that exists between the Board and the employee concerned and it is also implicit that the full or normal salary shall be pro-rated according to the length of the leave of absence. The nominal salary of One Dollar (\$1.00) per working day is intended to protect the employee's status as an employee of the Board.

References:

- *MATA Collective Agreement; Article G.28, Leave for Elective Office*
(**Note:** Where there is an inconsistency or conflict in interpretation or meaning between the procedures and the MATA Collective Agreement, the wording of the Collective Agreement is applicable to teachers)