
AP 461 – Employee Absence From Work

Background

The Board must ensure the efficient and effective operation of schools and support functions to the Board. Absent employees affect the successful operation of the Board. Replacement employees cause added labour cost burden to the budget and decisions about replacement employees must consider the operational and financial impact. Each employee group has distinct rules and procedures regarding absences from work.

Principals and Vice Principals

Principals and Vice Principals will be provided with time away from work during times school is not in session in accordance with their Employment Agreement. All other absence requests will be made to the Superintendent. Upon approval, all absences will be entered and recorded in the online absence entry system. Any replacement requests will be entered and approved through the online absence management system.

Management Employees

Management employees are provided with vacation entitlements in their Employment Agreement. Management employees are expected to schedule vacations at times convenient to the operation of the Board. Vacation is requested and approved by the supervisor using the online absence management system. There will be no replacement of absent management employees unless exceptional circumstances can be demonstrated. Approval for replacement employees will be sought from the Associate Superintendent.

Teachers

Teachers will be approved for absence and replaced in accordance with their collective agreement and Board practice. Teachers must seek prior approval for any absence from their supervisor using the online absence management system.

Support Staff

Support Staff employees will be approved for absence in accordance with their collective agreement and Board practice. Support staff employees must seek prior approval for any absence from their supervisor.

Support Staff employees are not generally replaced when absent. For guidance, the following chart outlines the timing of replacement employees for specific positions:

Job Classification	Replacement on Day
Teachers' Assistant - Supervision	1
Teachers' Assistant - Library	3
Education Assistant	1
Receptionist - SBO	3
Administrative Assistant - Elementary	1
Secretary - Secondary	3
Receptionist - Secondary	3
Office Support Clerk	1
Custodian	2

Winter Closure

All operations will be closed from December 25th through January 1st every year. Employees should save vacation time to cover this period of closure. For employees without vacation time remaining, unpaid leave will be granted for this period of closure.