

The GNWT Human Resource Manual and the respective Collective Agreements guide Superintendent decision making regarding staff requests for leaves of absence. The Council further directs the Superintendent or his designate in regard to some unique leave requests.

REGULATIONS

In addition to such leaves and absences as provided in the GNWT Human Resource Manual, GNWT Employee Handbooks, and the UNW and NWTTA Collective Agreements in force:

- 1) School staff who wish leave for reasons below must apply to the Superintendent, upon recommendation from their Principal, prior to the taking of such leave:
 - a) Leave for the purpose of attending to matters arising from a second occupation of the teacher
 - b) Leave for the purpose of extending vacation periods, either by leaving prior to the commencement or returning after the close of vacations, or for the purpose of creating a vacation during an established operating day.
 - c) Leave for the purpose of securing, and/or finalizing attendant matters for new employment.

Where such leave is granted, it shall be approved as Leave of Absence Without Pay:

- 2) Staff may apply to the Superintendent for long term Leave without Pay:
 - a) The Leave application will be considered where approval of such request for leave is deemed to be of benefit to the school or Council
 - b) An indeterminate applicant must return to a position at the end of their leave and remain for at least the same length of time as was their leave of absence.
 - c) In the case of school staff;
 - i) The superintendent will publish a deadline date for submission of applications for leave without allowances for the upcoming school year, and
 - ii) The leave application must receive the recommendation of the principal, thus guaranteeing a position for an indeterminate applicant upon completion of the period of leave
 - d) No employee may be on leave for more than two consecutive years, including any leave with or without allowances granted by the Central Professional Improvement committee of the NWTTA and GNWT plus any leave without pay granted by the Superintendent of the South Slave Divisional Education Council.

References: GNWT Human Resource Manual, NWTTA & UNW Collective Agreements, Excluded Employees Handbook, Managers Handbook

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