



3405 LEAVE OF ABSENCE POLICY

Policy Type: Human Resources Manual
 Applies To: All Staff
 Approved By: LCS Head of Schools
 Policy Reviewed: every 2 years
 Adopted: 10 2019
 Revisions: 06 2021
 06 2022

Langley Christian School (LCS or the school) has developed a number of policies dealing with employee leaves. This is a comprehensive policy designed to provide one reference to all employee leaves. It deals with paid and unpaid leave and the full range of leaves consisting of one day to leaves of one school year. Eligibility for leave, procedures for requesting leave and application forms for specific leaves are included with this policy.

1. DEFINITIONS: Unless otherwise specified, all requests for a LOA must be received within 14 days of the requested term. Exceptions include sick leaves or other unexpected circumstances that necessitate an LOA.
 - (a) SICK LEAVE: A period of time not to exceed 8 days within a contract year in which employees continue to be paid by the school so they can attend to their own health. Sick days may be used for the following situations where employees are required to attend to the health of someone in the immediate household:
 - 1.a.1. the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee;
 - 1.a.2. any person who lives with an employee as a member of the employee's family; and
 - 1.a.3. includes step-parents, and step-children
 - (b) DISCRETIONARY LEAVE: Granted by the principal and approved by HR for situations not covered in the LCS Leave of Absence Policy.
 - (c) PERSONAL LEAVE:
 - 1.c.1. a period not to exceed 2 days within the contract year to be paid by LCS for reasons other than health for a need that cannot be met without an absence from work. Personal leaves may only be granted if the employee's responsibilities can be adequately covered. A personal leave may not be granted after June 1 and cannot be used consecutively with another category of leave. Personal leaves are granted at discretion of principals. Personal days will be recorded for approved scheduled absences even in cases where the school is not in session (i.e. professional development days, health closures, inclement weather closures etc.)
 - 1.c.2. up to 5 days paid leave of absence may be granted once per school year at the principal's discretion in the event of a close family member's death or the birth of a child. The 14-day advance notice requirement may be waived in such circumstances.

- (d) PARENTHOOD LEAVE: A period up to one calendar year in which employees are not paid by the school, but a position with the same FTE specified in the contract at the commencement of the leave will be available when the leave terminates. Such leaves are subject to employee benefits and insurance rules. (Deadline: 30 days prior to leave)
- (e) FAMILY RESPONSIBILITY LEAVE: A period of up to 5 days in which an employee is not paid by the school, but entitled in each contract year to meet responsibilities related to the care, health or education of a child or other member of the immediate family.
- (f) JOB SHARE: A period of no less than one full school year in which the teacher (not Educational Assistants) may reduce by increments of 0.20 FTE, 0.40 FTE or 0.60 FTE to share teaching responsibilities with another teacher as approved at the discretion of the principal. Teachers must have a minimum of 2 years continuous employment. See HR400.004 Job Share Policy (Deadline: February 28). Complete Job Share Application Form.
- (g) PART-TIME ASSIGNMENT REDUCTION: Full time (1.0 FTE) teachers requesting a reduction in assignment for the following school year. May only be granted if there are no impacts on programming or staffing. Complete Assignment Reduction Request Form. (Deadline: February 28)
- (h) SHORT TERM LEAVE: A period of time between 1 day and 6 months within a contract year in which an employee is not paid by LCS but has an approved leave from the principal with the understanding that the contract will be completed within the school year.
- (i) SECONDMENT: A period of up to 10 days in a contract year in which an employee has approval to be secondarily appointed by government or school-affiliated organizations (i.e. universities). Longer secondments may be approved by direct letter request to the Head of School.
- (j) SELF-FUNDED EXTENDED LEAVE: A full contract year in which an employee is not paid by the school but has approval to be on leave and return to full FTE employment at the end of the period. Such leaves may only be granted to employees with a minimum of 5 years of service at LCS. Employees may opt to pay to remain on LCS benefits during the leave. Deadline: (Deadline: February 28)
- (k) EMPLOYMENT INSURANCE LEAVE: Eligible employees may receive Employment Insurance Benefits for the months of July and August as seasonal employees and are considered on leave of absence.
- (l) (STD) SHORT TERM DISABILITY LEAVE: A period 5 working days after an employee has submitted medical evidence of condition rendering the employee temporarily unable to carry out contractual duties. STD leaves may be granted for up to 5 months and require a Return-to-Work Plan at the end of the leave. All requests require employees to complete additional documents. Reported compensation would be based on annualized salary.
- (m) LONG-TERM DISABILITY: Not defined as a "leave of absence" but a period determined by health professionals and the employee's insurer.
 - 1.m.1. LCS requires a Return-to-Work Plan at the end of the leave.
 - 1.m.2. Employees are responsible to pay their portion of health and dental premium costs, and must establish a process for timely collection of these costs.
 - 1.m.3. LCS at its discretion may terminate continuation of benefits if the premium costs are not paid.

2. LEAVE OF ABSENCE POLICIES

- (a) Responsibility
 - 2.a.1. Responsibility for composition, review and maintenance of this policy and its various components rests with the LCS Head of Schools and Director of Finance
 - 2.a.2. Responsibility for enforcement enactment interpretation of the policy and its various components rests with Langley Christian School administration.
- (b) Pre-Planned Extended Leaves of Absences allow for two types of absence:
 - 2.b.1. deferred salary leave plan
 - 2.b.2. unpaid personal leave plan
- (c) Eligibility for a Pre-Planned Extended Leave of Absence
 - 2.c.1. Employees must inform their principal of the requested LOA and complete the Employee Leave of Absence Request form prior to the required deadline
 - 2.c.2. Any full time (defined as 0.7 FTE or greater) teacher or administrator, excluding substitute teachers, who:
 - has a minimum of one year of continuous service with the school prior to application for leave of absence or salary deferral, and
 - at the time of the commencement of the leave, will have been employed no less than five years at the school.
 - 2.c.3. The Langley Christian School Board reserves the right to allow any employee (i.e. part-time, support staff, others) to participate in this plan.
 - 2.c.4. Participation in the deferred salary leave plan cannot be retroactive. Those involved cannot pay into the plan in order to gain leave at an earlier date.
- (d) Return from Leave
 - 2.d.1. Upon resumption of duties, the school's principal shall:
 - Where possible, return all non-teaching staff to a position comparable in designation and classification to the one occupied prior to the leave.
 - Assign to an employee a position that, in the judgment of the principal, after consultation with the school administrators, will best suit the program and staffing needs for that year.
 - 2.d.2. Due consideration will be given to the particular employee's academic and professional training, to experience, and to competencies when deciding the assignment.
 - 2.d.3. A participant must resume employment following the leave for a period of time not less than the Leave of Absence.
 - 2.d.4. A return from medical leave requires a return to work plan
 - The return to work plan may be facilitated in consultation with Worksafe BC, a therapist or other registered health service provider.
 - The return to work plan must take into consideration the best interests of the program or students' needs.

- The return to work plan should include a schedule of graduated phased in return to work where necessary to ensure a successful transition for the employee and students.

(e) Termination or withdrawal from the Leave of Absence

- 2.e.1. A participant who ceases to be employed by LCS must withdraw from the plan.
- 2.e.2. Should a participant die, the Head of School shall within sixty days of receipt of notification of such death, pay the deferred amount including interest earned, to the participant's estate.
- 2.e.3. With the consent of the Head of School, a participant may withdraw from the plan at any time prior to April 1st immediately preceding the school year in which the leave of absence is scheduled to occur.

3. UNPAID PERSONAL LEAVE PLAN BENEFITS

- (a) During the year of leave, as there is no salary, compensation or active work, there are no applicable EI, CPP, or Pension Plan contributions, as in non-leave years.
- (b) The participant may continue to make regular health care contributions through payroll deductions upon request in the Memorandum of Agreement. In the year of the leave premiums will be 100% funded by the employee, save those required to be paid by the Board by law.
- (c) The participant may continue to participate in the school's extended benefit programs:
 - 3.c.1. if application for continuation of coverage is accepted by the school's insurance carrier. The participant is responsible for obtaining, completing, and mailing an "Application for Continuation of Coverage" (or equivalent) form in the year prior to the commencement of the leave.
 - 3.c.2. if the participant funds the program during the leave period. The Board will maintain applicable coverage as specified above.
 - 3.c.3. for the participant during the leave provided the participant assumes his or her share of the costs for those benefits.
- (d) The year of leave shall be counted as a year of pensionable service because the participant continues to contribute as normal, however it will not count as a year of teaching experience for the purpose of a salary increment.
- (e) Deferral of Leave: If the Board is unable to obtain a suitable replacement for the period of the leave of absence as specified by the participant, the Board and employee may, by mutual agreement, defer the leave of absence for one school year.

4. RETURNS FROM LEAVE OF ABSENCE

- (a) Upon resumption of duties, LCS will:
 - 4.a.1. Return all non-teaching staff to a position comparable in designation and classification to the one occupied prior to the leave, and,
 - 4.a.2. Assign to a teacher a position which, in the judgment of the principal, will best suit the program and staffing needs for that year. Due consideration will be given to the particular teacher's academic and professional training, to experience, and to competencies when deciding the

assignment. A teacher who is unable to accept the designated teaching assignment following the year of leave shall have the right to withdraw from the contract of employment provided standard notice is given to the school's administration.

- 4.a.3. A participant not wishing to return following the year of leave shall be required to give notice to the school on or before the normal "statement of intention" deadline established by the Head of School.
- (b) In cases where the employee is returning from a medically-related LOA, a "return to work plan" must be requested and facilitated by the school administration.
- (c) Termination or amendment of the unpaid leave plan:
 - 4.c.1. With the consent of the Head of School, a participant may withdraw from the plan at any time prior to April 1st immediately preceding the school year in which the leave of absence is scheduled to occur.
 - 4.c.2. The Board may rescind or amend the terms of this plan at any time, however changes shall not detrimentally affect the participants who are already on the plan at the time of rescission or amendment.



**LEAVE OF ABSENCE REQUEST
FORM HR400.004.A**

Employee Name:	
Campus/Department:	
Grade/Subject(s):	
Requested LOA Term (Start):	DD-MM-YY
Requested LOA Term (End):	DD-MM-YY

The following leaves of absence are provided at LCS. Please check the LCS Employee Leave of Absence Policy HR400.003 regarding specific terms for leaves of absence. Return the completed form to the Human Resources Manager for processing. Retain a copy for your reference. Place one copy in the employee file.

All leaves of absence must be discussed with and requested through your principal. All leaves of absence will require HR approval. Unless otherwise specified, all requests must be made a minimum of 14 days in advance of the LOA term.

Approved leaves will be guaranteed for one calendar year, at which time any extensions of the leave of absence will require re-application. LCS is under no obligation to extend leaves of absence beyond one calendar year and may require employees to resign or reduce in whole or part thereof the position.

Check requested leave of absence:

DISCRETIONARY LEAVE: Granted by the principal and approved by HR for situations not covered in the LCS Leave of Absence Policy.
PERSONAL LEAVE: A period not to exceed 2 days within the contract year to be paid by LCS for reasons other than health. Personal leaves may only be granted if the employee’s responsibilities can be adequately covered. Personal days must be applied for within 14 days. (Personal days may not be granted after June 1.)
PARENTHOOD LEAVE: A period of time up to one calendar year in which employees are not paid by the school, but a position with the same FTE specified in the contract at the commencement of the leave will be available when the leave terminates. Such leaves are subject to employee benefits and insurance rules. (Deadline: 30 days prior to leave)
FAMILY RESPONSIBILITY LEAVE: A period of up to 5 days in which an employee is not paid by the school, but entitled in each contract year to meet responsibilities related to the care, health or education of a child or other member of the immediate family.
JOB SHARE: A period of no less than one full school year in which the teacher (not Educational Assistants) may reduce by increments of 0.20 FTE, 0.40 FTE or 0.60 FTE to share teaching responsibilities with another teacher as approved at the discretion of the principal. Teachers must have a minimum of 2 years continuous employment with LCS. See HR400.004 Job Share Policy (Deadline: February 28). Complete Job Share Application Form.

	<p>PART-TIME ASSIGNMENT REDUCTION: Full time (1.0 FTE) teachers requesting a reduction in assignment for the following school year. May only be granted if there are no impacts on programming or staffing. Complete Assignment Reduction Request Form. (Deadline: February 28)</p>
	<p>SHORT TERM LEAVE: A period of time between 1 day and 6 months within a contract year in which an employee is not paid by LCS, but has an approved leave from the principal with the understanding that the contract will be completed within the school year.</p>
	<p>SECONDMENT: A period of up to 10 days in a contract year in which an employee has approval to be secondarily appointed by government or school-affiliated organizations (i.e. universities). Longer secondments may be approved by direct letter request to the Head of School.</p>
	<p>SELF-FUNDED EXTENDED LEAVE: A full contract year in which an employee is not paid by the school, but has approval to be on leave and return to full FTE employment at the end of the period. Such leaves may only be granted to employees with a minimum of 5 years of service at LCS. Employees may opt to pay to remain on LCS benefits during the leave. Deadline: (Deadline: February 28)</p>

Leaves of absence requiring additional documentation:

	<p>EMPLOYMENT INSURANCE LEAVE: Eligible employees may receive Employment Insurance Benefits for the months of July and August as seasonal employees and are considered on leave of absence.</p>
	<p>(STD) SHORT TERM DISABILITY LEAVE: A period of time 14 days after an employee has submitted medical evidence of condition rendering the employee temporarily unable to carry out contractual duties. STD leaves may be granted for up to 5 months and require a Return to Work Plan at the end of the leave. All requests require employees to complete additional documents.</p>
	<p>LONG-TERM DISABILITY: Not defined as a “leave of absence” but a period of time determined by health professionals and the employee’s insurer. Only required if a medical condition necessitates an employee to permanently terminate employment.</p>

Employee signature:	
Principal signature:	
Date:	DD-MM-YY
HR & HOS approval:	

Submit completed form to **HR Manager** careers@langleychristian.com