



## 3405 LEAVE OF ABSENCE POLICY

Policy Type: Human Resources Manual  
 Applies To: All Employees  
 Approved By: LCS Head of Schools  
 Policy Reviewed: every 2 years  
 Adopted: 10 2019  
 Revisions: 06 2021  
 06 2022  
 04 2025

Langley Christian School (LCS) has developed a number of policies dealing with employee leaves. This is a comprehensive policy designed to provide one reference to all employee leaves. Unless otherwise specified, all requests for a Leave of Absence (LOA) must be received within 14 days of the requested term. Exceptions include sick leaves or other unexpected circumstances that necessitate an LOA.

This policy 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. ILLNESS LEAVE (10 DAYS PER 1.0 FTE):

- (a) A period of time not to exceed 10 days within a contract year in which employees continue to be paid by the school so they can attend to their own health.
- (b) Illness days may be used for the following situations where employees are required to attend to the health of someone in the immediate household:
  - 1.b.1. the spouse, child, parent, guardian, sibling, grandchild or grandparent of an employee;
  - 1.b.2. any person who lives with an employee as a member of the employee's family; and
  - 1.b.3. includes step-parents, and step-children
- (c) Unused illness days may not be transferred to another employee.
- (d) UNUSED ILLNESS DAYS (2 maximum)
  - 1.d.1. Two (2) unused illness days may carry over to the following year.
  - 1.d.2. Unused illness days may accrue to a maximum of 12 days per year.
- (e) Employees who misuse illness days will be deducted TTOC costs and wages for any days that are used for reasons not outlined in the policy.

2. PRINCIPAL'S DISCRETIONARY LEAVE:

- (a) Granted by the principal and approved by the Director of Finance and HR for situations not covered in the LCS Leave of Absence Policy.
- (b) The leave may only be granted to conduct school business, including but not limited to school visits, professional development, secondments, chaperones, and **cannot be** used for any other personal reason or purpose.
- (c) Principals may only grant discretionary paid days in lieu in cases where teachers have surrendered their preparation blocks to provide internal TTOC coverage for another class.
- (d) The cost of TTOC coverage incurred by these LOAs will be incurred by the campus or department; or the principal may arrange internal coverage.

3. IN-LIEU DAYS

- (a) Principals may grant additional in-lieu days only in cases where a teacher has provided internal coverage for another faculty member and surrendered their preparation block or time.
- (b) In-lieu days may not be granted to compensate for additional after school hours or time outside of the assigned schedule, unless otherwise indicated on an approved calendar.

4. PERSONAL DISCRETIONARY LEAVE (2 DAYS PER 1.0 FTE):

- (a) Positions less than 1.0 FTE, but greater than to equal to 0.50 FTE, are entitled to 1 personal leave. Positions employed less than 0.50 FTE do not qualify for this leave of absence category.
- (b) Applies to all educational faculty and administrative support staff only. Does not apply to administrative leadership positions.
- (c) A period not to exceed 2 days within the contract year to be paid by LCS for reasons other than illness for a need or opportunity that cannot be met without an absence from work. Personal leaves are granted at the discretion of principals or a director but must be approved by the Director of Finance and HR.
  - 4.c.1. Personal leaves may only be granted if the employee's responsibilities can be adequately covered internally and/or with an employee on call.
  - 4.c.2. **A personal leave cannot be used consecutively with another category of leave (exception: see 5e);** and may not be granted within one week of the start or end of a regularly scheduled break period (Christmas Break, Spring Break, Summer Vacation Period). In extenuating circumstances, an exemption may be granted with the approval of the Head of School and/or Director of Finance and HR.
  - 4.c.3. 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.)

- (d) UNUSED DAYS (1): One unused personal leave day may carryover from year to year to a maximum of three (3). Unused personal leave days will be automatically applied in the event an employee exceeds their annual illness days.

5. CO-CURRICULAR LEAVE OF ABSENCE (3 DAYS PER YEAR):

- (a) Up to (3) days co-curricular leave of absence may be added in cases where an employee provides a significant volunteer contribution to the school that may require the employee to regularly provide supervision and/or instruction of students outside normal working days and hours.
- (b) The purpose of this specific leave of absence is to provide non-monetary compensation for employees who dedicate significant time to activities and programs that support the LCS Core Pillars (Athletics, Academics, Arts, Service & STEM).
- (c) Co-curricular activities that qualify for this leave of absence:

5.c.1. Co-curricular LOA days may only be approved by the Head of School and Director of Finance/HR and may only include:

- head coach of a grade 8, senior or junior athletics team;
- director of a significant arts performance;
- leadership and planning of a significant multi-day service or travel experience for students

5.c.2. All approved Co-curricular LOAs will be documented on contract update letters issued in the spring (April-May).

5.c.3. Deadlines for principals and athletic directors to submit Co-curricular LOAs for revision to compensation update letters:

- March 1 for the following school year
- September 1 and December 1 for mid-year adjustments to contract update letters

- (d) The days granted (1-3 per year) are assessed based on the level of commitment the activity or program requires.
- (e) Co-curricular Leaves of Absence may be carried over year to year to a maximum of 5 days, inclusive of Personal Discretionary Leave days; and they may be combined with Personal Discretionary Leave Days (section 4) to a maximum of 5 consecutive days subject to Principal and HR approval (14 days in advance).

6. BEREAVEMENT LEAVE:

- (a) 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.
- (b) The 14-day advance notice requirement may be waived in such circumstances.

7. PARENTHOOD LEAVE:

- (a) A period up to 18 months 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.
- (b) Such leaves are subject to employee benefits and insurance rules. (Deadline: 30 days prior to leave)

8. FAMILY RESPONSIBILITY LEAVE:

- (a) 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.
- (b) A short term family responsibility leave of absence, to a maximum of 5 working days, may also be granted and paid for by LCS in the event of an employee child's birth.

9. SHORT TERM PAID 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.

10. SECONDMENT:

- (a) A period of up to 5 days in a contract year in which an employee has approval to be secondarily appointed by government or school-affiliated organizations (i.e. universities).
- (b) Longer secondments may be approved by direct letter request to the Head of School.
- (c) This leave of absence does not apply to administrators.

11. SELF-FUNDED EXTENDED LEAVE (ONE YEAR):

- (a) 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.
- (b) Such leaves may only be granted to employees with a minimum of 5 years of service at LCS.

12. 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.

13. SHORT TERM DISABILITY LEAVE (STD):

- (a) Subject to eligibility rules and once an employee has submitted medical evidence of condition rendering the employee temporarily unable to carry out contractual duties.

- (b) STD leaves may be granted for up to 5 months and require a Return-to-Work Plan at the end of the leave.
- (c) All requests require employees to complete additional documents. Reported compensation would be based on annualized salary.

14. LONG-TERM DISABILITY:

Not defined as a "leave of absence" but a period determined by health professionals and the employee's insurer.

- (a) LCS requires a Return-to-Work Plan at the end of the leave.
- (b) Employees are responsible to pay their portion of health and dental premium costs, and must establish a process for timely collection of these costs.
- (c) LCS at its discretion may terminate continuation of benefits if the premium costs are not paid.

15. JOB SHARE:

- (a) 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.
- (b) Teachers must have a minimum of 2 years continuous employment. See 3406 JOB SHARE POLICY (Deadline: February 28). Complete Job Share Application Form.

16. PART-TIME ASSIGNMENT REDUCTION:

- (a) 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.
- (b) Teachers and EAs must complete the Assignment Reduction Request Form. (Deadline: February 28)

17. LEAVE OF ABSENCE POLICIES

- (a) Responsibility
  - 17.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
  - 17.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:
  - 17.b.1. deferred salary leave plan
  - 17.b.2. unpaid personal leave plan
- (c) Eligibility for a Pre-Planned Extended Leave of Absence

17.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

17.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.

17.c.3. LCS reserves the right to allow any employee (i.e. part-time, support staff, others) to participate in this plan.

17.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

17.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.

17.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.

17.d.3. A participant must resume employment following the leave for a period of time not less than the Leave of Absence.

17.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

17.e.1. A participant who ceases to be employed by LCS must withdraw from the plan.

17.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.

17.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.

## 18. 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, or CPP, as in non-leave years.
- (b) Subject to eligibility rules, the participant may continue to make regular pension contributions through payroll deductions upon request in the Memorandum of Agreement (MOU). 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 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.
- (d) 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.

## 19. RETURNS FROM LEAVE OF ABSENCE

- (a) Upon resumption of duties, LCS will:
  - 19.a.1. Return all non-teaching staff to a position comparable in designation and classification to the one occupied prior to the leave, and,
  - 19.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.
  - 19.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:
  - 19.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.
  - 19.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.

### RELATED POLICIES:

3401 EDUCATIONAL STAFF COMPENSATIONS GUIDELINES

3406 JOB SHARE POLICY

---

Reviewed: 04 2026