Pembina Trails School Division

Policy: GCC

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STAFF LEAVES AND ABSENCES

The Division may approve leaves for its staff in accordance with the appropriate Collective Agreement, policies, and practices.

Where possible, requests for leaves shall be made well in advance in order that the Division may provide the greatest continuity of program, service or operation. Requests must be submitted on the appropriate leave form GBLA-E-3 and GDC-E. Where applicable, the request must identify the nature and purpose of the leave and be directed to the school administrator or designate and Assistant Superintendent.

Staff members absent from work without prior approval may be subject to deduction of salary or discipline or both.

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