

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## PROLONGED LEAVE OF ABSENCE - STUDY - EXCHANGE - SECONDMENT

PB 17.0  
NPS 24-99

### **POLICY:**

IT SHALL BE THE POLICY OF THE NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD to grant prolonged leaves of absence to employees for study, exchange or secondment.

### **ADMINISTRATIVE REGULATIONS:**

#### 1. GENERAL

- a) Any employee on a leave of absence for study, exchange or secondment, will be subject to the provisions of the appropriate Conditions of Employment or Collective Agreement, including those on redundancy.
- b) As a rule these leaves of absence will not be extended. Should an employee, however, because of unusual circumstances, wish to extend the leave for a second year, he/she must make application before March 1st in any year. Applications submitted after that date will not be considered.
- c) Leaves of absence for study, exchange or secondment purposes will not be granted more often than once every five years with a maximum of two during a career.
- d) Authority for the granting of all leaves will rest with the Board whose decision will be final. The employee will confirm in writing his/her acceptance of the leave prior to April 25th; otherwise the leave is withdrawn. Acceptance of the leave will oblige the employee to undertake the leave granted.
- e) A leave of absence may be terminated at any time by mutual agreement.

#### 2. LEAVE OF ABSENCE FOR STUDY

- a) Employees on leave for study, who wish to participate in group benefit plans with the Board, may do so provided that payment is made in advance to the Board for the total premium in question. No increments or seniority will accrue to an employee on a leave of absence for study unless otherwise specified in a Collective Agreement or Conditions of Employment.

#### 3. LEAVE OF ABSENCE FOR EXCHANGE OR SECONDMENT

- a) An employee who has completed a leave of absence for exchange or secondment will be returned to his/her former or a comparable position.
- b) Leave of absence for exchange or secondment will be at no cost to the Board. During such exchange or secondment, all benefits and allowances, under the current Collective Agreement or Conditions of Employment, will apply.

Replaces former Section C9