

**THE PROTESTANT SEPARATE SCHOOL BOARD  
OF THE TOWN OF PENETANGUISHENE**

**POLICY MANUAL**

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**POLICY TITLE:**

**Employee Absence**

**SECTION/CODE:**

**Personnel A – 14**

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**APPROVAL DATE:**

**April 11, 2022**

**SUPERSEDES:**

**December 5, 2016**

**NUMBER OF PAGES:**

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**REVIEW DATE:**

**April 2026**

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**POLICY STATEMENT**

The Protestant Separate School Board of the Town of Penetanguishene shall require that all employees fulfill their duties and responsibilities as required by the *Education Act*, applicable regulations under the *Education Act*, collective agreements and Board policies.

**PURPOSE**

To provide direction to staff regarding absences from work.

**DEFINITIONS**

1. Full-time employee – a full-time employee is scheduled to work at least 30 hours per week. This includes employees working for the school year, or 10 month calendar, and for those employees who fulfil more than one part-time position.
2. Part-time employee – a part-time employee is scheduled to work less than 30 hours per week.
3. Immediate family – may include but is not limited to the mother, father, brother, sister, spouse, common-law spouse, child, son-in law, daughter-in-law, mother-in-law, father-in-law, sister-in-law, brother-in-law, aunt, uncle, grandparent, grandchild, step-parent, step-child, or ward of the employee.

**ADMINISTRATIVE REGULATIONS**

1. Unless otherwise covered by a Collective Agreement:

The Board may grant a leave of absence in writing to employees for periods without pay and without loss of seniority, as per Board Policy A – 15, Leaves of Absence.

- 1.1 Any request for leave of absence shall be in writing and shall specify a start and an end date. An Application for Leave form must be completed.
  - 1.2 The length of absence may only be extended by mutual agreement.
  - 1.3 Employees who fail to return on the specified date, without prior authorization, may face disciplinary action, up to and including dismissal.
2. All other conditions of absence for employees of the Board, located at Burkevale Protestant Separate School, are addressed by their respective Collective Agreements:

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- a) Collective Agreement between the Protestant Separate School Board of the Town of Penetanguishene and The Employees of the Board Who are Statutory Members of The Elementary Teachers' Federation of Ontario
  - b) Collective Agreement between the Protestant Separate School Board of the Town of Penetanguishene and Non-Teaching Employees of the Board Who are Statutory Members of The Elementary Teachers' Federation of Ontario
3. The Principal and Vice Principal of Burkevale Protestant Separate School and Board Office staff who are employees of the Board have the same terms and conditions of absence as that outlined in the Collective Agreement between the Protestant Separate School Board of the Town of Penetanguishene and The Employees of the Board Who are Statutory Members of The Elementary Teachers' Federation of Ontario.