

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

POLICY MANUAL

POLICY TITLE:

SECTION/CODE:

Employee Absence

Personnel A – 14

APPROVAL DATE:

SUPERSEDES:

NUMBER OF PAGES:

REVIEW DATE:

April 13, 2026

April 11, 2022

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POLICY STATEMENT

The Protestant Separate School Board of the Town of Penetanguishene shall require that all employees fulfil 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

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.

Part-time employee – a part-time employee is scheduled to work less than 30 hours per week.

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. It is a required term and condition of employment that employees will attend work on a regular basis and will provide their services in return for the salaries, wages, and benefits for which they are compensated. Irregular attendance at work has a detrimental effect on the delivery of the services provided by the PSSBP to its students, staff, and other members of the school community.
2. Employees of PSSBP are expected to attend to personal matters outside of their working hours as much as possible, or use the designated days provided in the Collective agreement.
3. All employees are required to properly record and report their absence as per the PSSBP attendance process.

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4. 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.

5. All other conditions of absence for employees of the Board, located at Burkevale Protestant Separate School, are addressed by their respective Collective Agreements:

- a) Collective Agreement between The Protestant Separate School Board of the Town of Penetanguishene and Teaching 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

6. 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 Teaching Employees of the Board Who are Statutory Members of The Elementary Teachers' Federation of Ontario.