

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

**POLICY MANUAL**

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**POLICY TITLE:**

**SECTION/CODE:**

Leaves of Absence

Personnel A – 15

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**APPROVAL DATE:**

**SUPERSEDES:**

**NUMBER OF PAGES:**

**REVIEW DATE:**

February 9, 2026

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**POLICY STATEMENT**

It shall be the policy of the Protestant Separate School Board of the Town of Penetanguishene to grant Leaves of Absence without pay to teaching/non-teaching employees in the manner as outlined in the Administrative Regulations.

**ADMINISTRATIVE REGULATIONS**

Short Term Leaves

1. General

1.1 The Protestant Separate School Board of the Town of Penetanguishene is committed to a Leave of Absence process for short-term requests that is fair, equitable and consistent with this policy. This process is intended to address requests for leaves that are not currently covered by the Collective Agreement.

2. Requesting a Leave of Absence

2.1 Each leave request will be considered on an individual basis according to the criteria/considerations as set out in this policy.

2.2 The attached Request for Leave of Absence Form (Appendix A) for short-term, unpaid leaves will be used by all employee groups.

2.3 Section A will be completed by the employee with supporting documentation attached. The employee will then present the form to their Principal.

2.4 Section B will be completed by the Principal. The Principal will then present the form to the Supervisory Officer, who will present it to the Board for consideration.

3. Decision Process

3.1 Requests for Leaves of Absence for Teaching Staff as per article 18.01 in the 2022 - 2026

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Collective Agreement are administered by the Board. Requests for Leaves of Absence for Non-Teaching Staff as per article 15.01 in the 2022-2026 Non-Teaching Collective Agreement will be administered by the Supervisory Officer.

- 3.2 Leave requests will be first assessed in accordance with the terms and conditions found within the applicable collective agreement and any statutory leave obligations.
- 3.3 Leave requests which do not fall within the language of these documents will then be assessed through a set of criteria/considerations.

The criteria/considerations are as follows:

- 3.3.1 Does the request fall within the provisions of the applicable collective agreement?
- 3.3.2 Where possible a leave of absence without pay will be requested no later than forty-five (45) days prior to the intended leave.
- 3.3.3 Does the timing of the leave conflict with the reporting of progress procedures for students?
- 3.3.4 In the opinion of the Principal, will the leave hinder or support student achievement either directly or indirectly?
- 3.3.5 Are there potential contributions to the school, students or community?
- 3.3.6 Could the leave be taken at a time other than during the school year?
- 3.3.7 Is the purpose of the leave a “once in a lifetime” opportunity?
- 3.3.8 Is the leave of absence for an emergency?
- 3.3.9 Are there extenuating circumstances?
- 3.3.10 Can an appropriate replacement/supply teacher be found for the time period in question?

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- 3.4 As a general rule, the following leaves will not be approved:
- 3.4.1 Vacations during the school year for employees who are employed on a school year basis or whose duties relate directly to students.
  - 3.4.2 Extensions before or after the March Break, Christmas Break and any Statutory Holiday.
  - 3.4.3 Weddings for individuals other than self or family members
- 3.5 Exceptions will be considered in compelling circumstances in accordance with the criteria/considerations outlined above.
- 3.6 Once a decision has been made, the Board will communicate the decision in the most efficient manner through the Supervisory Officer, Principal, Finance personnel to the employee.
- 3.7 If there are instructions regarding the implementation of the leave, a formal letter detailing the instructions will be attached.

**Deferred Leave of Absence**

**1. General**

- 1.1 A deferred leave of absence(s) may be granted to a teacher at the discretion of the Board as per the Collective Agreement, Article 17.
- 1.2 Where such a leave is requested and has been approved, the employee is required to notify the Board by May 1 of the year prior to the actual beginning of the leave, if he/she does not intend to engage in the actual absence from duty but intends to return to teaching duties in the September that the leave was to occur.
- 1.3 No more than one teacher per year may be considered for and granted a deferred leave of absence.
- 1.4 No more than one teacher per year may be actually on leave from duty.

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**Appendix A  
Request for Leave of Absence**

**Section A: To be completed by Employee (Please Print)**

Employee Name: \_\_\_\_\_ FTE: \_\_\_\_\_ PTE: \_\_\_\_\_

Employee Group: (Please check appropriate box)

**Union:**            **ETFO (TEACHING)**    \_\_\_\_\_            **ETFO (NON-TEACHING)**    \_\_\_\_\_

I am requesting permission to be absent from my regular duties on the following date(s) for the following reasons:

First Day of Leave: \_\_\_\_\_ Last Day of Leave: \_\_\_\_\_

Total # of Days Requested: \_\_\_\_\_

Reason for Leave: (Please be specific) \_\_\_\_\_

During my Leave: I wish to continue my Ontario Teachers' Pension Plan (OTTP) contributions.

Please check one box:    Yes             No             N/A

Attach Supporting Documentation & Information on Extenuating Circumstances (e.g. proof of travel plans, community service, etc.)

I understand this request must be approved by the Board, and if approved, will be without pay. **The salary adjustment will occur on the next regularly scheduled pay.** Please submit to your Principal for authorization.

**Section B: To be completed by Principal**

Please note any concerns this leave may have on affecting programming or student needs. Please note any potential contributions to the school, students and/or community.

Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C: To be completed by the Board**

Approved without Pay    \_\_\_\_\_            Denied    \_\_\_\_\_

Instructional letter including any conditions or limitations attached: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_