

**Policy 6.06**

**Category: Personnel and Employee Relations**

**Staff Leaves and Absences**

**BACKGROUND**

**POLICY STATEMENT**

1. The CAPE Charter Board recognizes that any time during a working year, unexpected illness, family responsibilities, civic duty or other factors may require an employee to be absent from the work assignment.

**DEFINITIONS**

2. **Leave** - a permitted period of time away from work.
3. **Civic duty** - active participation in the public life of a community in an informed, committed, and constructive manner, with a focus on the common good; something that a citizen is required to do, by law.
4. **Legal duty** - the responsibility to others to act according to the law; a legal commitment or expectation to perform some action
5. **Policy** - a definite course of action adopted for the sake of expediency or facility by a government, ruler, political party, etc.
6. **Contract** - a legally binding document that recognizes and governs the rights and duties of the parties to the agreement.

**GUIDELINES**

7. Where relevant, employees must ensure that the CAPE Charter Board is fully informed, in writing, of their request for leave and furthermore, to obtain its approval where applicable.
8. Types of Leaves:
  - \*Short Term Leave Without Pay
  - \*Long Term Leave without Pay
  - \*Medical Leave with Pay
  - \*Civic or Legal Duties
  - \*Sick Leave
  - \*Leave on Election Days
  - \*Special Leave
  - \*Critical Illness Leave

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\*Compassionate Leave

\*Maternity Leave

\*Parental Leave

9. Leaves are covered in the Contract of Employment.
10. Any leave not covered by Policy or the Contract of Employment must be approved by the CAPE Charter Board.
11. A leave will be for a period not greater than 18 consecutive months.
12. The CAPE Charter Board will cover the employer portion of the current benefit plan premiums for the full period of the leave.

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**References:**

*School Act*

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Adopted: January 10, 2005

Motion: #

Revised: October 22, 2007

Motion: #2007-10-22-18

Revised: September 30, 2008

Motion: #2008-09-30-23

Revised: September 28, 2011

Reviewed: August 2013

Revised: January 28, 2015

Motion: #2015-1-26-10

Reviewed: September 2018

Revised: October 28, 2020

Motion: #2020-10-28-9