

## Administrative Procedure 411

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# LEAVE PLAN OF ABSENCE FOR POLITICAL ACTIVITIES

## Background

The District recognizes and supports the right of employees to campaign for and to hold political office at the municipal, provincial and federal levels of government. It also recognizes that this right extends to other local, provincial or national associations.

At the same time, the District believes that employees, in deciding whether or not to seek election to public office, are to consider carefully their duties as employees of the District as well as their responsibilities to the students.

## Procedures

1. All requests for leave shall be submitted to the Superintendent and shall include:
  - 1.1 An indication of the approximate number of days required for the specific political activity.
  - 1.2 An explanation of how their professional and contractual responsibilities will be fulfilled in their absence.
2. Upon formal application, the Superintendent may grant leaves as follows:
  - 2.1 Campaigning
    - 2.1.1 A maximum of three (3) days per school year will be allowed for campaigning.
    - 2.1.2 Leaves for this purpose will be granted without pay. Loss of salary will be calculated as 0.05 of the annual salary for each teacher applicant and for support staff, established daily rates will be used.
  - 2.2 Elected Office (Except for School Trustee)
    - 2.2.1 A staff member elected as a MLA or MP shall be required to take a leave of absence without pay and benefits or submit a letter of resignation. The request for leave and the terms thereof shall be at the discretion of the Superintendent.
    - 2.2.2 Teachers elected or appointed to municipal governments, or other local provincial or federal associations may be allowed up to five (5) days per year at the cost of a substitute as per the Collective Agreement.
      - 2.2.2.1 Leave required over five (5) days per year shall be deducted at 0.05 of the annual salary for each day of absence.
      - 2.2.2.2 Teachers may use their personal leave as per the Collective Agreement for additional requirements for leave.

- 2.2.3 Support staff elected or appointed to municipal governments, or other local provincial or federal associations may be allowed up to five (5) days per year at the lower of the cost of a TAS or their daily salary.
  - 2.2.3.1 Leaves over five (5) days shall be deducted at the actual rate of salary.
- 2.2.4 Notwithstanding the above, Superintendent consideration may be given to circumstances which are individual and/or situation specific.
- 2.2.5 Notice of specific days of leave taken under this Administrative Procedure must be given in writing to the Superintendent.
- 2.3 School Trustee
  - 2.3.1 If a District employee wishes to seek election as a trustee, whether for Fort McMurray Roman Catholic School District No. 32 or another school jurisdiction, the employee shall apply for a leave of absence after July and before nomination day of the year of an election. Such leaves shall be granted upon formal application without pay and benefits subject to the specific provisions of the Local Authorities Elections Act and the School Act.
  - 2.3.2 If elected to the office of a School Trustee, the employee shall be required to resign as an employee of the District in accordance with the Local Authorities Elections Act and the School Act.
- 2.4 Community Activity
  - 2.4.1 Employees must maintain a level of job performance acceptable to his/her immediate supervisor and consistent with contractual obligations and employer expectations.
  - 2.4.2 The employee must guard against becoming involved in activities which are interpreted as a conflict of interest.
  - 2.4.3 If a substitute is required, one is to be supplied at no cost to the District.

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Approved: May 1, 2019

Reference: Section 60, 61, 111, 113 School Act  
Employment Standards Code  
Labour Relations Code  
Section 248L, Canada Tax Act  
Canada Income Tax Regulation 6801  
Collective Agreements