

**Red River Valley School Division**  
**ADMINISTRATIVE PROCEDURE E24 - LEAVES OF ABSENCE (SUPPORT STAFF)**



The Red River Valley School Division Board of Trustees does not encourage employee personal leaves of absence. The Board understands that under special circumstances, employee personal leaves of absence may be necessary.

An application for leave is not a guarantee that a leave will be granted. All requests for personal leave will be considered by the approving person/persons (as per Procedure below). Consideration for leaves of up to six (6) days or more will be done on a case by case basis, and special circumstances may be considered.

Any employee taking any type of leave from their employment with The Red River Valley School Division will be required to pay both the employee and employer portion of the life insurance for the duration of the leave period.

**Support Staff (excluding bus drivers)**

Red River Valley School Division Support Staff are required to get the following approvals before taking a personal leave of absence:

1 – 5 days (when possible, application must be made at least one week in advance of expected leave)

- School Support Staff (EA's, Secretaries, and Librarians) Principal approval**
- Head Mechanics/Mechanics - Transportation Supervisor approval**
- Head Custodians/Custodian - Maintenance Supervisor approval**
- Assistant Custodian/Custodial Aids – Head Custodian/Custodian approval**
- Techs & Network Manager – Director of Technology approval**
- Division Office Staff – Immediate Supervisor approval**

For personal leave requests of 6 days or more, (application must be made at least two weeks in advance of expected leave) a written request and approval from the Superintendent & CEO is required.

**[Administrative Procedure E25 - Leaves of Absence Bus Drivers](#)**

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| <b>Cross Reference:</b>              |   |                     |
| <b>Adoption Date: March 23, 2011</b> | <b>Amendment Date: January 19, 2016; June 8, 2011</b> | <b>Page: 1 of 1</b> |