

**Red River Valley School Division**  
**ADMINISTRATIVE PROCEDURE E25 - LEAVES OF ABSENCE (BUS DRIVERS)**



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.

All requests for personal leave will be considered by the approving person/persons (as per Procedure below). An application for leave is not a guarantee that a leave will be granted. Request for personal leave for six (6) days or more for the purposes of holidays/vacation will be considered only with the approval of the Transportation Supervisor and Superintendent & CEO.

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.

**Leaves of Absence (without pay)**

Up to 5 days - A minimum of one week in advance of expected leave, application must be made to and approval sought by the Transportation Supervisor.

6 days or more - A minimum of two weeks in advance of expected leave, application must be made to and approval sought by the Transportation Supervisor and the Superintendent & CEO

**Holiday/Vacation (six days or longer) (without pay)**

A minimum of two weeks in advance, application must be made to and approval sought by the Transportation Supervisor and the Superintendent & CEO. If the request is approved, the driver taking the leave must supply the name of a spare driver who is available and has agreed to drive the vacant route during the specified time.

**Other**

For day-to-day leaves, where advance notice cannot be given, a replacement must be found and the Transportation Department must be notified as soon as possible on the day of said leave.

<b>Cross Reference:</b>		
<b>Adoption Date:</b> June 8, 2011	<b>Amendment Date:</b>	<b>Page:</b> 1 of 1