



**Policy:** GCCA  
**Subject:** Extended Leaves of Absence  
(Teacher)

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**Policy:**

The Red River Valley School Division Board of Trustees recognizes that there may be circumstances in which a teacher may desire a leave of absence for personal reasons.

**Protocol:**

Any teacher may request a leave of absence, without pay, in writing to the Superintendent, outlining the reason for and duration of the leave. Any teacher may be granted, upon the teacher's request and approval by the Division, a leave of absence without pay.

During the leave, the teacher may continue participation in group benefits, if permissible under the benefit plans, and shall pay one hundred percent (100%) of the premiums.

An application for leave is not a guarantee that a leave will be granted. Approval of teacher leaves will be subject to the following criteria:

After 2 subsequent years of a partial leave, the employee must decide whether to return to the conditions of his/her contract or formally request to have the contract reduced permanently to the part-time allotment.

Extensions to leaves will be considered only if the projected return date coincides with the end of the first half of the school year or the start date of the following year's school year.

- For Kindergarten to Grade 8 teachers, the first half of the school year ends with the last day before Winter Break.
- For Grade 9 to Grade 12 teachers, the first half of the school year ends with the last day of the first semester.

Extensions beyond a total of 2 consecutive years leave, including secondments, will not be considered.

**Procedure:**

Leave considerations will follow the Protocol as outlined in this Policy and the Red River Valley Teachers' Association Collective Agreement.