



Policy: GCCAG

Subject: Teaching Staff Compassionate
Leave – Death of a student

Policy:

The Red River Valley School Division Board of Trustees recognizes that tragedies occur that impact the staff and students. In the event of a death of a current student, the division supports its employees who wish to attend the funeral services.

Protocol:

Teaching staff must make a request to their administrator in advance, if they wish to attend the funeral service.

If approved, the school administrator will make appropriate arrangements to ensure there is proper coverage for the students and school, either by coordinating the remaining staff or booking substitutes. The cost of the substitutes will be charged back to the school.

Teaching staff who are approved to attend the service will not be required to use one of their personal leave days.

Procedure:

The teaching staff must make the request at least 3 days in advance, where possible.

The Administrator will notify the Superintendent & CEO, of the number of teaching staff who are attending the services as well as the date and time of the service.

Teaching staff will submit a staff release form to the administrator, selecting the appropriate leave type. This document must be signed by the administrator and submitted to the division office for review.