

## **POLICY 550: Non-Contractual Leaves of Absence**

The Board of Education of School District No. 8 (Kootenay Lake) authorizes the Superintendent or designate to approve professional staff leaves of absence after the needs of the students, schools and District have been assured.

### *Regulations*

1. Staff requesting leave for a year's duration or the extension of a year's leave, shall notify the Superintendent no later than March 31st of that year, or a date mutually agreed upon with the Superintendent.
2. Leaves under this policy may include, but not be limited to:
  - 2.1. personal leave,
  - 2.2. early summer school leave,
  - 2.3. Department of National Defense/Exchanges.
3. Leaves for a second year will only be granted in exceptional circumstances.
4. Except where contract provisions apply, people returning from a leave of absence shall be assigned a position in the district and (where possible), an appropriate position within the same community or Family of Schools in which they were working, i.e.,
  - Slocan Valley Family of Schools
  - Creston Family of Schools
  - Nelson Family of Schools
  - Salmo Family of Schools
  - Crawford Bay Family of Schools
  - Kaslo Family of Schools