Administrative Procedure 432

Staff Member Elected or Appointed to Public Office

The Limestone District School Board recognizes that employees can make worthwhile contributions to political life and therefore encourages employees to participate in community activities including holding elected and appointed positions.

1. Leave of Absence to Campaign for or to Occupy Public Office

1.1. Before a staff member is nominated for an elected office, an application for a leave of absence without pay shall be forwarded to the Superintendent of Human Resources or designate. The application shall contain the maximum amount of time required for contesting an election, as well as the implications for the continuation of regular duties. After consultation with the appropriate supervisor, the Superintendent of Human Resources, or designate, will assess how the leave would affect the efficient and effective operation of the school, department or program wherein the individual works, and make a decision as to whether or not to grant the leave of absence.

2. Occupying Public Office

2.1. An employee who is elected to public office, and as a result is required to be absent from regular duties, will forward a request for a leave of absence without pay to the Director of Education, or designate, indicating the maximum amount of time that will be required away from district duties. The Superintendent of Human Resources, or designate, shall communicate their response to the employee.

3. Absences of Five Days or Less

3.1. If the time required away from regular duties is not more than five days annually, the staff member may be granted the time off work, subject to approval by the Superintendent of Human Resources, or designate, in consultation with the appropriate supervisor.

3.1.1. Any time required away from regular duties shall be at no cost to the board.

3.1.2. The staff member shall indicate under which of the following categories the time off will be charged:

i. Accumulated vacation, if applicable; or

ii. Short term leave of absence without pay.

3.1.3. Any time off required away from regular duties shall be taken in increments of a least one half-day.

4. Other Public Duties

4.1. When a staff member wishes to perform other public duties requiring time away from board duties, Sections 1.0, 2.0 and 3.0 of this administrative procedure shall apply.

Legal References:
Education Act S. 283 Chief Executive Officer: Maintain Effective Organization; S. 286 (1) (i) Duties of Supervisory Officers: Supervise Business Functions