



HURON-PERTH CATHOLIC
District School Board

**Teacher, Principal/Vice-Principal Placement Following
Leave of Absence, Without Pay**

Adopted:	March 30, 1998	Policy #:	P 3.4.7.
Revised:	April 24, 2017	Policy Category:	3.4. Human Resources

POLICY STATEMENT:

Teachers, Principals or Vice-Principals may request a leave of absence without pay for an extended period of time. The Board in considering such requests wishes to be fair but clear regarding the placement of *Teachers, Principals or Vice-Principals* who are returning to their duties following a leave of a year or longer.

PROCEDURE:

1. Individuals requesting a leave of absence, without pay, for the following school year are required to make that request in writing to the Director of Education or designate.
2. The Board will consider each request upon its merits.
3. Individuals granted such leaves understand that school and assignment upon return will be determined by the Board.
4. On return from leave, the Board will attempt to place the individual in vacant positions as close to their home address as possible and maintain positions of responsibility, unless waived in agreement with each party.

DEFINITIONS:

- N/A

REFERENCES:

- N/A

RESOURCES, APPENDICES AND FORMS:

- N/A