



**POLICY:**  
**SUBJECT:**

**APPROVAL DATE:**  
**REVISION DATE:**  
**PAGE:**

**GCBDF**  
**LEAVE OF ABSENCE FOR**  
**POLITICAL OFFICE**  
October 7, 1986  
**September 8, 2008**  
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## **1. GENERAL**

- 1.1 The Winnipeg School Division recognizes that staff members may wish to participate in political and government affairs and to discharge their responsibilities as citizens by serving in positions of public trust or as part of an established political structure.
- 1.2 This policy is intended to support individual participation in the process of responsible government.
- 1.3 While the work responsibilities must continue as the individual's prime concern, the Division supports its personnel to combine a career with public service interests and activities. When the requirements of the public office affect the ability of the employee to carry out their duties and responsibilities, the Division and/or the employee will initiate a request for a leave of absence.

## **2. LEAVE TO CAMPAIGN**

- 2.1 A leave of absence without pay shall be granted to an employee who is nominated as a candidate in a federal, provincial or civic election.

The period of leave may commence on the day the election writ is issued and end no later than ninety days after the day on which the results are officially declared.

- 2.2 A leave of absence without pay shall be granted to an employee who proposes to become a candidate in a federal, provincial or civic election and who is not nominated. The period of leave may commence on the day the election writ is issued and end on the day fixed by law for the nomination of candidates.

## **3. REINSTATEMENT OF UNSUCCESSFUL CANDIDATE**

- 3.1 An employee who runs for elected office and is not elected and who notifies the Division within ninety days of the day on which the results are officially declared shall be returned to the position held immediately prior to the leave or to a comparable position.
- 3.2 The employee's service shall be deemed to be unbroken for all purposes.

## **4. FEDERAL, PROVINCIAL AND CIVIC OFFICE**

After the day of election a leave of absence without pay may be granted for the period of time during which the employee holds office but not exceeding five years.

### **4.2 Return from Leave**

- 4.2.1 Upon the expiration of an approved political leave of absence, the staff member may return to a position, as designated by the Division, at a time mutually agreeable to the staff member and the Division.
- 4.2.2 In the case of employees covered under the collective agreement with the Winnipeg Teachers' Association, the employees normally would return to service immediately following the next logical school break.
- 4.2.3 Logical school breaks are defined as the beginning of the fall term, the first day of school after the Christmas Break, or the first day of the second semester (if applicable).



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**5. CIVIC OFFICE**

5.1 A number of elected offices at the community level (such as city councillor, municipal councillor, school trustee, etc.) may demand only part-time involvement from a staff member. If such a part-time position does not interfere with the staff member's responsibilities as an employee of the Division, a leave of absence for the term of office may not be required. Should a staff member choose to remain on active staff, a leave of absence without pay, subject to prior approval, may be granted for reasonable periods of time to attend to political obligations.

5.2 An employee of the Division who is elected to the Board of Trustees of the Division shall take a leave of absence from the employ of the Division in accordance with Section 4.

**6. SENIORITY AND BENEFITS**

6.1 An employee will retain but not accrue seniority while on a leave of absence for political reasons.

6.2 An employee's benefit rights will be determined in accordance with the terms and regulations of the applicable By-law and/or Plan.

**7. AUTHORITY**

7.1 It shall be the decision of the Board to approve all extended leaves for political reasons.

7.2 The Chief Superintendent is authorized to approve short leaves for reasons in accordance with the Division's leave of absence policy.



**ADMINISTRATIVE RULE/  
PROCEDURE: GCBDF-R  
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Regulations governing procedures and operations for selection of school administrators as determined by the Chief Superintendent.

**1. Teacher/Clinician Staff**

- 1.1 Requests for approval of leaves of absence for political activities or any period of elected office, shall be forwarded to the Assistant Director of Human Resources at least 30 days prior to the date on which the leave is requested.
- 1.2 Requests for approval of short leaves of absence for political activities or any period of elected office, shall be forwarded to the Assistant Director of Human Resources at least five (5) days prior to the date on which the leave is requested.

**2. Support Staff**

- 2.1 Requests for approval of leaves of absence for political activities or any period of elected office, shall be forwarded to the Human Resources Officer at least 30 days prior to the date on which the leave is requested.
- 2.2 Requests for approval of short leaves of absence for political activities or any period of elected office, shall be forwarded to the Human Resources Officer at least five (5) days prior to the date on which the leave is requested.