

*MEDICINE HAT PUBLIC BOARD OF EDUCATION OPERATES AS MEDICINE HAT PUBLIC SCHOOL DIVISION,  
AND FOR THE PURPOSE OF THIS DOCUMENT WILL BE REFERRED TO AS "MHPSD" AND/OR "DIVISION"*

SECTION 500 – Personnel and Employee Relations

**POLICY 518: LONG-TERM LEAVE OF ABSENCE**

**BACKGROUND**

Situations arise from time to time wherein a staff member wishes to be absent from duties. Where the absence is not addressed by a collective agreement and/or contract, a request for leave of absence will be considered.

**POLICY**

The Board of Trustees may approve a staff member's application for temporary leave of absence.

**GUIDELINES**

1. A leave of absence under this policy shall not create a net cost to the Board.
2. The availability of a suitable replacement for a staff member shall be a consideration in granting a long-term leave of absence.

**ADMINISTRATIVE PROCEDURE**

[518 P 001 – Long-Term Leave of Absence](#)

**Approved:** September 7, 2004

**Revised:** February 6, 2017