



Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Public Office Leave

Procedure Type:	Human Resources	Implementation Date:	JAN. 1, 2006
Procedure Number:	5.28	Last Approval Date:	JAN. 25, 2023
AP Owner:	HR Administrator	Last Reviewed:	JAN. 25, 2023
Legal Reference(s):	<i>The SK Employment Act – Section 2-54</i>		

Background

In accordance with the vision, mission and values of Living Sky School Division (LSKYSD), learning to become full contributing members of society is both encouraged and supported. In accordance with *The Saskatchewan Employment Act*, it is recognized that employees have the ability to seek nomination and election as candidates to municipal, provincial or federal governments and school division boards other than the Board of Living Sky School Division.

Scope

This procedure applies to all staff who have worked for LSKYSD longer than 13 weeks.

Procedures

1. Leave Without Pay

- a. An employee shall be granted unpaid leave:
 - i. to seek nomination as a candidate for a municipal, provincial or federal election, or an election of a school board or band council, for a reasonable period.
 - ii. to be a candidate for a municipal, provincial or federal election, or an election of a school board or band council, for a reasonable period.
 - iii. if elected, to sit as a representative on a municipal, provincial or federal government, or school board or band council, for the period during their term of office.
- b. Application for leave shall be completed at least four weeks in advance of the absence and submitted through Aesop to the employee's supervisor.
- c. An employee taking leave longer than 60 days must provide at least four weeks' written notice before returning to work. This written notice must be received before the leave expires.

2. Leave With Pay

- a. It is recognized that governing bodies provide opportunities for professional development. In support of lifelong learning, elected members may receive up to three days' leave of absence, with pay, per school year to attend relevant conventions or conferences while fulfilling their elected duties.
- b. Application for leave shall be completed in advance of the absence and submitted through Aesop to an HR administrator.