

## **PERSONAL LEAVE – BUS DRIVERS**

### **Background**

There are occasions when employees must be absent from their duties. The following procedures will apply to personal leave of absence requests by school bus drivers.

### **Procedures**

1. Drivers will be allowed to take personal leaves of absence during the school year without pay and benefits provided that:
  - 1.1 They provide a written request to the Transportation Manager as soon as the driver is aware of the intended leave. The leave request requires the driver to state the period of and reason for absence.
  - 1.2 They have arranged for an authorized spare driver; and
  - 1.3 The personal leave of absence is approved.
2. At the discretion of the Transportation Manager, a bus driver may be granted a leave of absence for up to twenty (20) consecutive working days.
3. At the discretion of the Director of Business Services, a bus driver may be granted a leave of absence of up to five (5) months.
4. At the discretion of the Secretary-Treasurer, a bus driver may be granted a leave of absence up to one (1) year.
5. A driver who has been granted a leave of absence under clauses 2, 3 or 4 above and overstays the leave of absence without permission, shall be assumed to have abandoned their position with the Division and may be terminated.

Adopted/Revised/Reviewed: JUN 2016/FEB 2018/NOV 2019/JUL 2023

Reference: Section 52, 53, 68, 197, 222, 225 Education Act  
Employment Standards Code  
Labour Relations Code