

<b>Topic:</b>	<b>Leave of Absence for Political Candidacy/Election to Public Office</b>
<b>Effective:</b>	<b>December 2011</b>
<b>Cross-Reference:</b>	<b>Social Media and Electronic Use for Staff Admin Procedure</b>
<b>Revision Date:</b>	<b>December 2016, December 2020</b>
<b>Review Date:</b>	<b>December 2022</b>
<b>Responsibility:</b>	<b>Superintendent of Human Resources</b>

**INTENDED PURPOSE:**

The Halton District School Board recognizes the right of any staff member to be a candidate for political office at the municipal, provincial or federal levels and generally supports such activity as essential to the working of the democratic system, and recognizes the right of students to have continuity in their programs, therefore the Halton District School Board will work cooperatively with a candidate for political office to ensure a minimum disruption to the students.

**PROCEDURES:**

As a first step, an employee of the Board who is about to become a candidate for elected public office must notify their supervisor, or principal, in order that adequate planning may occur.

**1. PRE-ELECTION**

- 1.1 On request, an employee who is a candidate, will be granted a reasonable leave of absence without salary.
- 1.2 Candidates for provincial or federal office will be required to take a suitable leave of absence without salary to conduct a political campaign.

**2. UPON ELECTION TO MUNICIPAL OFFICE**

- 2.1 Special arrangements for a leave may be entered into between the elected employee and the Halton District School Board for those candidates elected to municipal office. Such special arrangements, and any adjustments to these arrangements, will require the approval of the Superintendent of Human Resources, in consultation with the Director, as recommended by the appropriate supervisor.

Any such special arrangements must take into account the work requirements of the Board and the ability to accommodate any such arrangement.

**3. UPON ELECTION TO PROVINCIAL OR FEDERAL OFFICE**

- 3.1 An employee of the Board elected for provincial or federal office will be required to take a leave of absence for their term of office. A leave for an additional term can be negotiated through the Superintendent of Human Resources, in consultation with the Director.
- 3.2 The total number of years for leaves in any municipal, provincial or federal office should not exceed eight.

**4. RETURN TO EMPLOYMENT**

- 4.1 Adequate notice of intention to return to employment with the Board will be required.
- 4.2 In the case of teaching staff, return to employment with the Board would be at the commencement of the school year, unless a suitable vacancy occurs earlier.
- 4.3 During the leave of absence, the employee will be entitled to the normal rights of contract as per any long-term leave without pay.
- 4.4 Upon return, the employee will be entitled to a professionally appropriate position with the Board, but not necessarily in the same location, and not necessarily in the same position of responsibility.