

**Subject:** Leave of Absence for Religious or Ethnic Purposes  
**Effective:** June 1994  
**Revised:** July 1, 2001

**1.0 PURPOSE**

This policy provides provincial standards respecting leaves of absence for religious and ethnic purposes.

This policy was formerly numbered Policy 124 - Leave of Absence for Religious or Ethnic Purposes.

**2.0 APPLICATION**

This policy applies to all Part II personnel.

**3.0 DEFINITIONS**

None

**4.0 LEGAL AUTHORITY**

[Education Act](#) – paragraph 6(b.2)  
[Human Rights Act](#) – paragraph 3(1)(b)

**5.0 GOALS / PRINCIPLES**

- 5.1 The Department of Education respects differences in its employees and their beliefs, and recognizes the fundamental principle that all persons are equal in dignity and human rights.
- 5.2 The Department of Education strives to provide a positive working and learning environment for all employees and students, free from any form of discrimination.

**6.0 REQUIREMENTS / STANDARDS**

- 6.1 An employee may be granted a leave of absence, on request, for religious or ethnic purposes, including the observance of religious holidays.
- 6.2 When requesting a leave of absence for religious or ethnic purposes, an employee must state that the requested leave of absence relates to a religious or ethnic practice or to a belief essential to his/her way of life.

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- 6.3** A superintendent shall authorize such leave of absence whenever practicable, unless the effective administration of the school district will be unduly compromised.
- 6.4** Subject to District Education Council policy, a superintendent may, at his/her discretion, grant a leave of absence for religious or ethnic purposes with or without pay.

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**7.0 GUIDELINES / RECOMMENDATIONS**

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Guidelines respecting the granting of leaves of absence with and without pay can be found in article 11 of the Non-Bargaining Personnel Policies, Part II.

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**8.0 DISTRICT EDUCATION COUNCIL POLICY-MAKING**

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- 8.1** A District Education Council may make policies respecting the organization and assignment of personnel in the school district.
- 8.2** A District Education Council may make policies respecting the conditions under which an employee may be granted a leave of absence with or without pay.

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**9.0 REFERENCES**

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[Human Rights Act](#)

Non-Bargaining Personnel Policies - Part II

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**10.0 CONTACTS FOR ADDITIONAL INFORMATION**

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Department of Education – Human Resources Branch  
(506) 453-2030

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