

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
<b>TEACHING AND NON-TEACHING STAFF LEAVES AND ABSENCES: GRADUATION CEREMONIES</b>	<b>GCCAB/ GCDB</b>

### I. POLICY

The Louis Riel School Division supports the recognition of the educational achievements of employees and their children as stipulated in the **GUIDELINES** and **PROCEDURES** of this Policy.

### II. GUIDELINES

- A. Staff of the Louis Riel School Division may request a leave of one half-day's duration, with pay, to attend graduation ceremonies of their children or themselves, from a high school or post-secondary educational institution (as applicable).
- B. Staff may request another form of leave to attend other types of graduation ceremonies, subject to approval by the school administrator and the Superintendent of Schools (or designate).

### III. PROCEDURES

- A. An employee must complete the appropriate [Human Resources form](#) to request a leave of absence.
- B. A request for leave to attend a graduation ceremony must include the following information:
  - That the employee requests leave to attend a graduation ceremony
  - The type of graduation ceremony to be attended (University, College, High School)
  - The name of the person graduating and relationship to the employee (self or child)
  - The high school or post-secondary institution from which the individual is graduating
- C. A school administrator or the appropriate supervisor must review and approve all leave request forms prior to their review by the Superintendent of Schools (or designate).
- D. When a school administrator or appropriate supervisor approves a request for leave to attend a graduation, the employee is responsible for forwarding the leave request form to the Superintendent of Schools (or designate).
- E. The Staff Services Department will return a photocopy of the leave request form to the employee following its review by the Superintendent of Schools (or designate).

<b>Adopted:</b>	June 20, 2006	<b>Legal References:</b>
<b>Revised:</b>	February 5, 2019	