



POLICY:  
SUBJECT:

GCBDF  
LEAVE OF ABSENCE FOR  
POLITICAL OFFICE

APPROVAL DATE:  
REVISION DATE:  
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October 7, 1986  
September 8, 2008, May 16, 2022  
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## 1. GENERAL

- 1.1 The Winnipeg School Division (WSD) recognizes that staff members may wish to participate in political and government affairs and to discharge their responsibilities as citizens by serving in positions of public trust or as part of an established political structure.
- 1.2 This policy is intended to support individual participation in the process of responsible government.
- 1.3 In accordance with the Public Schools Act, including applicable legislation, an employee who runs for office in a provincial, federal and school board election and is elected shall, upon application to the employer, be granted leave of absence without pay for the period during which the employee holds office but not exceeding five (5) years.
- 1.4 WSD supports its personnel to combine a career with public service interests and activities. When the requirements of the public office affect the ability of the employee to carry out their duties and responsibilities, WSD and/or the employee will initiate a request for a leave of absence.

## 2. LEAVE TO CAMPAIGN

- 2.1 A leave of absence without pay shall be granted to an employee who is nominated as a candidate in a federal, provincial or school board election.
- 2.2 The period of leave may commence on the day the election writ is issued and end no later than ninety days after the day on which the results are officially declared.
- 2.3 A leave of absence without pay shall be granted to an employee who proposes to become a candidate in a federal, provincial or school board election and who is not nominated. The period of leave may commence on the day the election writ is issued and end on the day fixed by law for the nomination of candidates.

## 3. REINSTATEMENT OF UNSUCCESSFUL CANDIDATE

- 3.1 An employee who runs for elected office and is not elected and who notifies WSD within ninety days of the day on which the results are officially declared shall return to the position held immediately prior to the leave or to a comparable position.
- 3.2 The employee's service shall be deemed to be unbroken for all purposes.

## 4. FEDERAL, PROVINCIAL AND CIVIC OFFICE

- 4.1 After the day of election a leave of absence without pay may be granted for the period of time during which the employee holds office but not exceeding five years.
- 4.2 Return from Leave
  - a) Upon the expiration of an approved political leave of absence, the staff member may return to a position, as designated by WSD, at a time mutually agreeable to the staff member and WSD.
  - b) In the case of employees covered under the collective agreement with the Winnipeg Teachers' Association, the employees normally would return to service immediately following the next logical school break.
  - c) Logical school breaks are defined as the beginning of the fall term, the first day of school after the Winter Break, or the first day of the second semester (if applicable).



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5. CIVIC OFFICE

5.1 A number of elected offices at the community level (such as city councillor, municipal councillor, school trustee, etc.) may demand only part-time involvement from a staff member. If such a part-time position does not interfere with the staff member's responsibilities as an employee of WSD, a leave of absence for the term of office may not be required. Should a staff member choose to remain on active staff, a leave of absence without pay, subject to prior approval, may be granted for reasonable periods of time to attend to political obligations.

5.2 An employee of WSD who is elected to the Board of Trustees of WSD shall take a leave of absence from the employ of WSD in accordance with Section 4.

6. SENIORITY AND BENEFITS

6.1 An employee will retain but not accrue seniority while on a leave of absence for political reasons.

6.2 An employee's benefit rights will be determined in accordance with the terms and regulations of the applicable By-law and/or Plan.

7. AUTHORITY

7.1 The Chief Superintendent/ Chief Executive Officer

The Chief Superintendent/ Chief Executive Officer is authorized to approve short leaves for reasons in accordance with WSD's Leave of Absence Policy.

8. BOARD OF TRUSTEES

It shall be the decision of the Board of Trustees to approve all extended leaves for political reasons.