

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
TEACHING AND NON-TEACHING LEAVES AND ABSENCES: GRADUATION CEREMONIES	GCCAB/ GDCB

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 (or appropriate supervisor) 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
- B. The employee must submit the leave request form to their school administrator (or appropriate supervisor) at least five school days prior to the date of the graduation ceremony.
- C. The school administrator (or appropriate supervisor) must review and approve all leave request forms; where the school administrator (or appropriate supervisor) supports the leave, they will sign the leave request form and forward it to the Superintendent of Schools (or designate) for review and final consideration.
- D. The Staff Services Department will return a copy of the leave request form indicating the final decision.

Adopted:	June 20, 2006	Legal References:
Revised:	February 5, 2019; November 21, 2023	