

POLICIES, GUIDELINES AND PROCEDURES

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

I. POLICY

The Louis Riel School Division (Division) supports the recognition of the educational achievements of employees and their children as outlined in the **GUIDELINES** and **PROCEDURES** below.

II. GUIDELINES

- A. Teaching staff may request leave, with pay, to attend graduation ceremonies by accessing Personal Leave or Extra-Curricular Leave as outlined in Articles 7.07 and 6.04, respectively, of the collective agreement.
- B. Non-teaching staff may request:
 - I. 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);
 - 2. another form of leave to attend other types of graduation ceremonies.
- C. All leave requests are subject to approval by the Superintendent of Schools (or designate).

III. PROCEDURES

- A. All leave requests must be recorded in the absence management system and documented using the appropriate [Human Resources Leave form](#).
- B. Leave requests from teachers are subject to terms and conditions outlined in the collective agreement.
- C. Leave requests from non-teaching staff to attend a graduation ceremony must:
 - I. include the following information:
 - a) the type of graduation ceremony to be attended (University, College, High School);
 - b) the name of the person graduating and relationship to the employee (self or child); and
 - c) the high school or post-secondary institution from which the individual is graduating.

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| Adopted: | June 20, 2006 | Legal References: |
| Revised: | February 5, 2019; November 21, 2023; October 22, 2024 | |

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|  | STAFF LEAVES AND ABSENCES: GRADUATION CEREMONIES | N.E.P.N. CODE: | GCCAB/ GDCB |
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2. be submitted to the School Principal (or appropriate supervisor) at least five school days prior to the date of the graduation ceremony.
- D. The Staff Services Department will return a copy of the leave request form indicating the final decision.

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