

POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
TEACHING AND NON-TEACHING LEAVES AND ABSENCES: CITIZENSHIP CEREMONIES	GCCAG / GDCG

I. POLICY

In accordance with [Policy ACH – Diversity, Equity & Inclusion](#) and [Policy GBA – Employment Practices: Diversity, Equity & Inclusion](#), the Louis Riel School Division (LRSD) supports and celebrates the recognition of new Canadians via citizenship ceremonies as stipulated in the **GUIDELINES** and **PROCEDURES** of this policy.

II. GUIDELINES

- A. LRSD staff may request a leave of one half-day's duration, with pay, to attend their Canadian citizenship ceremony and receive their certificate of citizenship.
- B. Staff may request another form of leave to attend to the citizenship ceremony of their child/children and/or spouse/common-law partner 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. The leave request must indicate "LOA with Pay" and have "Citizenship ceremony" noted in the details section.
- C. 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 citizenship ceremony.
- D. The school administrator (or appropriate supervisor) must review all leave request forms; where the school administrator or the 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.
- E. The Staff Services Department will return a copy of the leave request form indicating the final decision.

Adopted:	December 19, 2023	Legal References:
Revised:		