



Leave for Traditional Aboriginal Practices

Background

KTCEA recognizes the significance of the connection between the people, the land, and the culture and traditions of the people within KTCEA communities. To further support employment equity, diversity, and inclusion, KTCEA supports its employees in exercising their connection to the land through traditional related activities such as hunting and related activities; fishing and related activities; harvesting of food and medicine and related activities designed to promote First Nations culture. Such leave provides more opportunities for all KTCEA employees to embrace First Nation cultural practices.

Guidelines

1. Effective the beginning of each school year KTCEA will provide up to two (2) days of paid and three (3) days of unpaid leave for the observance of First Nations traditions and practices as detailed above.
2. Application to take time off must be made at least one (1) month prior to the date(s) requested.
3. While every effort will be made to accommodate employee requests, KTCEA reserves the right to limit the number of employees absent at a given time related to this Administrative Procedure.
4. Unused leave may not be carried over from year to year. Unused leave will be forfeited effective August 31 each calendar year.
5. Subject to the completion of their probationary period an employee in his/her first year of employment will be eligible for traditional leave as below:

Month of Hire	Eligibility for Paid Days	Eligibility for Unpaid Days
September - November	2	3
December – February	1	2
March – May	1	1
June - August	0	1

6. All employees who are taking leave under this Administrative Procedure are doing so for the sole purpose of exercising the traditional practices identified above.

KTCEA reserves the right to amend the provisions of this Administrative Procedure as appropriate.

#	Procedure	Roles & Responsibilities
1.	Employees are responsible for applying to their supervisor for leave at least One (1) month in advance of day(s) off requested.	Employee
2.	Supervisors will confirm eligibility for requested traditional leave.	Supervisor
3.	Supervisors will review impact of traditional leave requests on operational/staffing requirements.	Supervisor

4.	Supervisors will advise employee at least two (2) weeks prior to requested leave whether traditional leave is approved.	Supervisor
5.	Employees must record traditional leaves in Atrieve.	Employee
6.	Supervisors will ensure that traditional leaves are recorded in Atrieve.	Supervisor
7.	Human Resources department will administer the provisions of this Administrative Procedure, including the tracking of leave eligibility and observed traditional leave.	Human Resources
8.	Deputy Superintendent will provide clarification relating to this Administrative Procedure should questions arise.	Deputy Superintendent
9.	Updating this Administrative Procedure.	Associate Superintendent Corporate Services

Definitions:
NOT APPLICABLE

References:
NOT APPLICABLE

Procedure Amendments and Updates
The responsibility for updating and amending this procedure rests with the Associate Superintendent Corporate Services.