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|  | Lloydminster Catholic School Division – Administrative Procedures | |
| | AP 420 – Administrative Leave | |
| Related LCSD AP's | | |
| Form(s) | F 450.8 – Teacher Request for Leave | |
| References: | <i>The Education Act, 1995 section 175</i> | |
| Received by the Board: November, 2025 | | Update: November, 2025 |

Background

The Division acknowledges administrative personnel must ensure operational preparedness and face significant pressures to effectively lead, manage, and operate through significant challenges resulting from the expanded role of the school in today's society.

The Division recognizes professional responsibilities may be required in compressed timelines to meet both Lloydminster Catholic School Division and inter-organizational requirements placing additional demands on the personal schedule of administrators. Administrative effort to accommodate expanding responsibilities and changing expectations has reduced both professional and personal flexibility resulting in significant pressures associated with administrative action.

In recognition of the additional stress and pressures for administrative personnel to fulfill their responsibilities outside the regular school year calendar, and typical school day, the Director or designate may approve a maximum of three (3) days of administrative leave.

For the purpose of determining eligibility, "Administrative Leave" applies to school-based administrators (i.e. principals / vice-principals).

Procedures

1. The administrator shall submit F450.8 - Request for Leave Form to the Director of Education indicating adherence to the following:
 - 1.1 Administrative Leave may be used in conjunction with other types of leave or holidays, to a maximum of five (5) working days.
 - 1.2 With the exception of unanticipated illness, there will be plans for one school-based administrator to be present in the school or within the school division, prior to seeking approval from the Director or designate for use of this leave.