



Administrative Procedure 5105

Leaves and Absences – Senior Administration

Board Governance Policy Cross Reference: [1](#), [10](#), [13](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

Date Adopted: March 2002

Amended: December 2017

Absences of The Superintendent/CEO:

If the Superintendent/CEO is absent from the Division, they shall make every effort to communicate their itinerary to the members of the Office of the Superintendent, who shall make every reasonable effort to notify the Superintendent/CEO in the event of an emergency.

If the Superintendent/CEO is unable to be reached or is unable to attend to duties due to illness, the responsibility and authority to act on behalf of the Division shall be that of the designated Assistant Superintendent as follows:

- August 1st to January 31st: Assistant Superintendent Student Support Services
- February 1st to July 31st: Assistant Superintendent Curriculum Services

If, for any reason, the appropriate Assistant Superintendent cannot be reached, the responsibility and the authority to act on behalf of the Division shall fall to the Assistant Superintendent next in sequence.

If circumstances are likely to result in the absence of the Superintendent/CEO for a period of more than 6 weeks, then the Board shall, at a regular meeting, designate the member in the Office of the Superintendent, who shall assume the responsibility and authority until the return of the Superintendent/CEO. In the event of serious illness or death of the Superintendent/CEO, a special meeting of the Board may be called.

Absence of The Secretary-Treasurer:

In the absence of the Secretary-Treasurer from the Division or in the event of the absence of the Secretary-Treasurer through illness, the Assistant Secretary-Treasurer shall have full power and authority to sign any documents usually signed by the Secretary-Treasurer and to perform any other act which the Secretary-Treasurer would normally perform.

In the event of absence from the Division of both the Secretary-Treasurer and the Assistant Secretary-Treasurer or in the event of both through illness, the Superintendent/CEO shall have full power and authority to sign any documents usually signed by the Secretary-Treasurer and to perform any other act which the Secretary-Treasurer would normally perform.