



Bulletin 2025-13

January 30, 2026

2026-2027 Leave of Absence Without Pay - Elementary Teachers

The Employee Services Department is now accepting applications from Elementary Teachers interested in applying for a full or partial leave of absence without pay for the 2026-2027 school year. Please refer to the attached instruction sheet and application form OCDSB 452E (writeable pdf) for more detail.

Application Deadline: 4:00 p.m. March 1, 2026

Applicable Collective Agreement Article Number: L20 Leave of Absence Without Pay

Application Process: Complete the attached Form OCDSB452E, submit to your principal for their information/signature, and then submit to your HR Advisor below:

Jasmine Wilkinson-Turpin, HR Advisor 613-596-8211 x8396, kristina.vander.vecht@ocdsb.ca	A. Lorne Cassidy ES to Devonshire PS, OCV
Jennifer Jones-Kosmack, HR Advisor 613-596-8211 x8407, jennifer.jones-kosmack@ocdsb.ca	Katimavik PS to R.E. Wilson PS, Central Academic, OCTC/First Place (Elem)
Grace Wiegand, HR Advisor 613-596-8211 x8425 grace.wiegand@ocdsb.ca	Robert Hopkins PS to York St. PS

If you are itinerant (in two locations) and are applying for a leave, be sure to indicate which location you are requesting leave from. Principal authorization is needed for each location when requesting leave from both.

You should retain a copy of your leave form for your records.

Approval / Denial Process: Your HR Advisor will confirm with you in writing as to whether your leave has been approved or denied. If your leave is approved, changes in the terms of your leave of absence may only be made by mutual consent of the teacher and the Board.

Return or Extension of Leave: Teachers currently on leave must notify the Board of their intentions (return/extension) for 2026-2027 school year by submitting Form 453 "Approval/Return Notification"



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD



Learning



Well-Being



Social
Responsibility

by March 1, 2026, to their HR Advisor. You received this form when your leave was approved. If you are unable to locate it, please email elementary.hrassistant@ocdsb.ca for a copy.

For further information, please refer to the [Elementary Academic Webpage](#), or contact your HR Advisor.

Dianne Robertson, Team Manager - Elementary Academic Division