

Policy History
Policy No. HR5
Approving Jurisdiction: President
Administrative Responsibility: Vice President Finance & Administration
Effective Date: May 18, 1988

Leave Without Pay / Regular Employees Policy

PURPOSE OF POLICY

To provide guidance in applying the provisions concerning leave without pay in the relevant Collective Agreement and Excluded Administrative Policy.

PROCEDURES FOR APPLYING FOR LEAVE OF ABSENCE WITHOUT PAY

Leave without pay must be requested in writing.

Prior to applying for a leave without pay, the employee will have used or scheduled all available vacation entitlement.

PROCEDURES FOR PROCESSING APPLICATIONS FOR LEAVE WITHOUT PAY

In considering leave without pay, the prime objective of the University is the delivery of educational training and services to students.

Leave without pay for the purpose of career renewal, further training or education, personal development or activities which serve the interest of the University will be favourably considered.

Leave without pay will be approved subject to the availability of a replacement for the employee requesting the leave.

Leave without pay of one month or less in duration requires approval of the administrative supervisor.

Leave without pay exceeding one month requires the approval of the appropriate Vice President or Dean.

Leave without pay will normally not be approved for a period exceeding one year. However, under extreme circumstances, the employee may apply for an extension for up to a further year, providing a minimum of three months' notice is given.