

## HUMAN RESOURCES

Subject	LEAVE OF ABSENCE WITHOUT PAY (Full and Partial) (formerly titled "7.07 Leave of Absence Without Pay (Full and Partial)")		
Procedure Section	10 Leaves		
No.	10.60		
Exempt Employment Policy References	Administrative Excluded Support	Section 20 (Unspecified Leave) Section (Regular Appointment Benefits: Leave of Absence)	
Collective Agreement References	Faculty Vocational Common Agreement Support	Article 48 (Other Leaves) Article 34 (General Leave, 34.2 Leave Without Pay) (Faculty & Voc'l) Article 7.2 (General Leave) Article (previously 61 (Leave of Absence, 61.1 Approved Leave of Absence Without Pay))	
Forms & Other Reference Material			
Status of Approval	Approved	27-Jan-2016	Margo Kendal

### PREAMBLE:

This procedure is for the purpose of providing a fair and equitable process for the approval of leave of absence without pay in exceptional circumstances.

### PROCEDURE:

#### A. REQUESTS

1. Requests for full or partial leaves of absence without pay must be submitted as early as possible, using the following for leaves greater than one month:
  - (a) College Professors and Vocational Instructors
    - (i) At least four months prior to the date the leave is to begin
    - (ii) For a leave commencing in the period May 1 to December 31, the request should be submitted no later than the previous February 1. This is to allow for the recruitment of a replacement
  - (b) Senior Managers, Administrative Staff, Excluded Staff, Non-instructional Faculty and Support Staff
    - (i) At least four months prior to the date the leave is to begin

NOTE: Where an employee enters into negotiations for an exchange leave (e.g. with a University, company or government agency) which may lead to a request for a leave of absence without pay, the Dean or Director should be informed of this as early as possible and in any event, no later than the notice period noted above.

2. Full-time Leaves

- (a) Requests for full-time leaves of absence without pay of up to and including four months require the approval of the Dean/Director
- (b) Requests for full-time leaves of absence without pay of more than four months but less than and including one year require the approval of the appropriate Vice-President.
- (c) Requests for full-time leaves of absence without pay that exceed one year require the approval of the President

3. Partial Leaves

- (a) Requests for partial leaves of absence without pay of up to and including one year require the approval of the Dean/Director
- (b) Requests for partial leaves of absence without pay that exceed one year require the approval of the President

B. GENERAL CONDITIONS

1. Full-time Leaves

The following conditions will apply to requests for full-time leaves of absence without pay. For leaves greater than one month, e

C. PROCESS

1. A request for full or partial leave of absence without pay must be submitted to the appropriate Dean/Director, outlining the dates and the reasons for the leave.
2. The Dean/Director will provide a written recommendation for requests for full-time leaves without pay for more than four months and forward the application for leave and the recommendation to the appropriate Vice-President; the Dean/Director will provide a written recommendation for requests for partial leaves without pay for more than a year and forward the application for leave and the recommendation to the President;
3. The Vice-President will make a recommendation to the President for anpro12.3(e a)-12.3(ppr)-1.2(av)-8(e58f72.325 0