

LEAVE WITHOUT PAY

Effective Date: November 12, 2003

Originating Office: Human Resources

Supersedes /Amends: April 22, 2002

Policy Number: HR-15

SCOPE

This policy applies to all employees of the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

POLICY

1. The University recognizes that an employee may require a leave of absence to take care of family problems, accomplish voluntary work, provide political services or any similar involvement. The University will not refuse such a request without a valid reason while taking into account the maintenance of efficient departmental service.
2. In cases not provided for by other leave policies, an employee who wishes to obtain a leave without pay submits a written request providing the reasons for the leave to the Department Head at least three (3) months prior to the date that the leave is to commence.
3. The duration of the leave shall not generally exceed twelve (12) months.
4. An employee shall be considered to have submitted his resignation on the date on which the leave is to terminate:
 - a. if the leave of absence is used for reasons other than those for which the leave was granted, or
 - b. if the employee fails to return to work at the end of the leave, unless an extension has been granted or he is prevented from returning to work by forces beyond his control.
5. The employee may request to end the leave without pay before the anticipated return date. Agreement to this request shall not be withheld without a valid reason.

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6. Upon return to work, the employee is reinstated in his previous position or an equivalent position if his position has been abolished. In such a case, the provisions of policy *Employment Security* ([HR-4](#)) applies.
7. The employee must make arrangements with Human Resources to pay all employee premiums and contributions to any benefit plan he wishes to maintain during the leave. These arrangements must be made prior to the beginning of the leave period.
8. An employee does not accumulate service for the purpose of the Vacation Leave Policy and the Employment Security Procedure while on leave without pay. However, such leave without pay does not constitute a break in continuity of service.

PROCEDURE

9. At least one month prior to the date the leave is to commence, the Department Head submits a copy of the approved request for leave to Human Resources.
10. The Department Head also submits any copy of the approved extension request as soon as approved.
11. One month prior to the return of the employee, the Department Head confirms the return of the employee and informs Human Resources of the planned return of the employee.