

OLDS COLLEGE POLICY

Olds College recognizes the need for Policies and Procedures, and the need for staff and students to be familiar with and follow such policies and procedures. It is the intent of Olds College that breach of College policies or procedures shall result in disciplinary measures up to and including suspension or termination. This applies to all College staff and representatives.

CATEGORY:	C. Human Resources
SUBJECT:	Leaves of Absence
POLICY NUMBER:	C8
CROSS REFERENCE:	
NEW \ REVISED	
Administrative Services Committee	Academic Council
January 5, 2017	

POLICY STATEMENT

Olds College will grant leaves of absence with and without pay to individuals where circumstances require their leave from employment for a temporary period of time. Olds College recognizes the importance of leave arrangements and intends to ensure that those individuals taking leave with full or partial pay under educational leave or other long-term leave arrangements shall receive equitable benefit coverage relative to the terms of their leave. Employees on leave without pay will have the option to continue their benefits at their own cost.

SPECIFIC GUIDELINES

Leaves of absences may be granted without pay to maintain continuity of service in instances where unusual or unavoidable circumstances require an Employee's extended absence. Leaves of absence with pay may be granted for educational and work experience programs, substantially related to the employee's employment responsibilities, for staff development purposes. Leaves are granted on the basis that:

- a) the employee will be available to return to regular employment when the conditions necessitating the leave permit, and
- b) there is a position available for the employee to return to following leave period.

Leaves may be requested for periods up to the maximums established in this policy and in accordance with the stipulations of the College Staff Development policies, or the appropriate Collective Agreement. The duration of the initial leave of absence is optional within the maximums established. They will be approved by the Supervisor and the Executive Committee. Additional time required within maximums, will be considered as extensions and will require the review and approval of the Supervisor. Leave extensions beyond maximums will be considered only in exceptional circumstances and will require further approval of the Supervisor and Executive Committee.

Periods of absence, other than vacation leave, of less than thirty (30) days may be handled directly by the Supervisor as excused unpaid absences, subject to any other employer benefit or agreement. The appropriate Vice President should be advised of any short-term leaves approved within their Division.

Leave of absence may be approved by the Executive Committee for periods of inactive employment covering more than thirty days but not exceeding one year. Any leave of absence extending more than one year must be approved by the Board of Governors.

A leave of absence is considered a privilege. In no case will leaves be granted automatically, but must be requested by the employee. Granting of leaves of absence should be administered with utmost discretion since employees are protected with College (Employer Group) benefits while on leave. In granting a leave of absence, the Employee's service record and circumstances requiring the leave should be carefully examined. Employees will be responsible for the cost of all College (Employer Group) benefits normally paid on their behalf during any leave of absence in excess of thirty days, unless waived by the Employer.

Leave of Absence Without Pay

Leaves of absence from active employment at the College may be granted without pay for the following:

1. Special cases where temporary discontinuance of employment may relieve hardship to the employee and their immediate family.
2. Sickness of some member of the employee's immediate family for thirty days or more duration.
3. Special requests for extended leave (pending Supervisor's approval).
4. Any extra time granted over and above maternity leave (consistent with the Supplemental Unemployment Benefit Plan) without a medical certificate justifying additional leave due to medical complications.

Leave of Absence With Pay

Leaves of absence from active employment at the College may be granted with pay, subject to the Collective Agreements for the following:

1. An employee not on leave without pay, may apply for and be granted special leave at their basic rate of pay, if the employer is satisfied with the reasonableness of the request. The circumstances under which special leave is granted and the corresponding maximum lengths are:
 - i) Illness within immediate family - Four (4) days.
 - ii) Bereavement - Four (4) days.
2. Leave with partial/full salary, in accordance with the Staff Development Policies for:
 - i) Educational Leave, Conferences, Short courses, Seminars, Conventions, etc.
 - ii) College, University and Industrial courses
 - iii) Leaves of absence for special projects.

IMPLEMENTATION AND ADMINISTRATIVE RESPONSIBILITY

The Vice President, Student and Support Services in conjunction with the Executive Director, Human Resources. This policy to be reviewed at least every 5 years.

OLDS COLLEGE PROCEDURES

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SUBJECT AND POLICY NUMBER	C8: Leaves of Absence
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NEW \ REVISED

Vice President Student and Support Services	Vice President Academic and Research	Vice President Advancement

Approval for Extended Leave of Absence

Applications approved by the employee's Supervisor and appropriate Vice President should be forwarded to the Executive committee for consideration and approval. Applications must be submitted at least two (2) weeks to commencement for support staff prior, and two (2) months for Instructional and Administrative staff. Requests for illness or bereavement leave may be approved by the employee's Supervisor upon receipt of reasonable notice.

Extension of Leave of Absence

If the absence is to continue for longer than thirty (30) days, the Employee shall notify the Human Resource Development Department and request a specified extension of time at least ten (10) days prior to the expiration of the leave. This request will be reviewed by the employee's Supervisor, who will forward a recommendation on the leave to the appropriate Vice President who may approve or reject the request. The Human Resource Development Department shall notify the employee in writing of the decision together with any related facts applying to the case.

Termination of Leave of Absence

Upon termination of a leave, the Employee shall report to the Human Resource Development Department, not later than one day after the expiration date of the leave, except by special permission of the appropriate Vice President. Failure to do so shall be interpreted by the Human Resource Development Department as voluntary separation from employment by the Employee. Employees intending to return from an authorized leave prior to the specified date shall advise the Human Resource Development Department at least ONE month prior to the anticipated return date.

Benefits Coverage During Leaves

1. Leaves of absence with full or partial pay: During the period of paid leave, the employee shall continue to carry all aspects of the group benefits package to which they were previously entitled. The coverage shall be in effect for the duration of the leave, or for one year, whichever comes first. The College will have the option to extend this benefits coverage past this one year timeline, following a review of the circumstances surrounding this request. Olds College shall continue to share the premium costs for the employee's benefits during this leave period as per the premium share arrangements stipulated in the Collective Agreement and/or the AME Terms of Employment.

2. Leaves of absence without pay: During the period of leave of absence without pay the employee will be given the option to continue their benefits coverages. To continue these coverages, the employee will be required to pay 100% of the premium costs (both employee and employer premium shares).

Vacation

Excess vacation days over and above the carryover limit (as outlined in the Collective Agreements or AME Terms of Employment) must be exhausted before the scheduled leave is to commence, or applied against the leave such that Olds College subsidization of salary on leave shall not commence (along with vacation credit accumulation) until the excess credit has been exhausted. Employees do not earn vacation while on leave.

Seniority Status

During the tenure of employment, all leaves without pay in excess of thirty days, which has not otherwise been approved by the Supervisor, shall be added to the employee's starting date with the College and an "adjusted starting date" established. This adjusted starting date will be used in determining seniority and timing of appraisal sessions.