

LEAVES OF ABSENCE

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

Category:	G. People & Culture
Policy Number:	G12
Approval Date:	January 5, 2017
Effective Date:	January 5, 2017
Policy Owner:	Chief People & Culture Officer

Objective:	<p>Olds College of Agriculture & Technology (the "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. The 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.</p>
Policy:	<p>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:</p> <ul style="list-style-type: none"> • the employee will be available to return to regular employment when the conditions necessitating the leave permit, and • there is a position available for the employee to return to following the leave period. <p>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.</p> <p>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</p>

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:
 - a. Illness within immediate family - Four (4) days.
 - b. Bereavement - Four (4) days.
2. Leave with partial/full salary, in accordance with the Staff Development Policies for:
 - a. Educational Leave, Conferences, Short courses, Seminars, Conventions, etc.
 - b. College, University and Industrial courses
 - c. Leaves of absence for special projects.

Definitions:

Related Information:

Related Procedures:

Review Period:

Revision History:

G12 Leaves of Absence Procedure
 G12 Leaves of Absence - SEB - Procedure

3 years

New: April 1984

Revised: January 2015
Revised: January 2017