



POLICIES and PROCEDURES

Responsible Unit	Human Resources
Applicable to	All Staff
Date Last Updated	February 2018
Approving Sector Head	Director, Human Resources
Policy	Leaves of Absence

Subject to the needs of the University and in the sole discretion of the University, an employee may be granted a non-paid leave of absence upon the approval of his or her manager or supervisor, in consultation with Human Resources, for a period of up to one year. During the period of leave the employee's position will be held open until he or she returns. These leaves cannot be requested when the employee is offered a permanent position within another area of the University.

Insured benefits, excluding Long Term Disability, may be continued for up to one year of the approved leave, subject to the Member paying the full cost, and meeting any qualifying conditions under specific plans.

Where there is inconsistency between this information and your Collective Agreement, the Collective Agreement will prevail.