

POLICY: <u>UNPAID LEAVES OF ABSENCE</u>		# <u>817</u>
SECTION: <u>800</u>	: <u>Personnel and Employee Matters</u>	Page <u>1</u> of <u>1</u>
APPROVAL/REVISION DATE: <u>July 18, 2019</u>	EFFECTIVE DATE: <u>July 18, 2019</u>	REVIEW DATE: <u>July 18, 2024</u>
CROSS REFERENCE:		

**A: POLICY:**

1. 1.1 It is the policy of the Board to grant unpaid leaves of absence to employees consistent with the applicable collective agreements and employment contracts in effect.
- 1.2 Leaves of absence without pay may be granted for a period up to two years or as per appropriate collective agreement and/or employment contract.

**B: GUIDELINES**

2. 2.1 Requests for unpaid leaves of absence shall be submitted in writing to the appropriate Principal, Manager, or Supervisory Officer in advance of the leave, consistent with the time lines stated in the applicable collective agreement or employment contract.
- 2.2 It is the responsibility of the employee to provide written notice to the Manager of Human Resources of his/her intention to resign or to return to work at the end of the leave. Failure to provide such notice by the dates specified in the collective agreements will be construed as an intention on the part of the employee to resign.