



## LEAVES OF ABSENCE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

<b>Category:</b>	C. People & Culture
<b>Parent Policy:</b>	C08
<b>Approval Date:</b>	January 5, 2017
<b>Effective Date:</b>	January 5, 2017
<b>Procedure Owner:</b>	Chief People & Culture Officer

<b>Overview:</b>	
<b>Procedures:</b>	<p><b>Approval for Extended Leave of Absence</b></p> <p>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.</p> <p><b>Extension of Leave of Absence</b></p> <p>If the absence is to continue for longer than thirty (30) days, the Employee shall notify the People &amp; Culture 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 People &amp; Culture Department shall notify the employee in writing of the decision together with any related facts applying to the case.</p> <p><b>Termination of Leave of Absence</b></p> <p>Upon termination of a leave, the Employee shall report to the People &amp; Culture 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 People &amp; Culture 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 People &amp; Culture Department at least ONE month prior to the anticipated return date.</p> <p><b>Benefits Coverage During Leaves</b></p> <p><b>1. Leaves of absence with full or partial pay:</b> During the period of paid leave, the</p>

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.

**Definitions:**

**Related Information:**

**Review Period:**

3 years

**Revision History:**

New: April 1984  
Revised: January 2015  
Revised: January 2017