

LEAVE OF ABSENCE

1. Members at the Assistant rank and above with at least two years of continuous service are eligible to apply for a Leave of Absence. The Leave shall be granted where the Employer, in consultation with the Member and the Member's immediate supervisor, determines that the Leave will not interfere with the ability of the Member's Unit to meet its operational requirements.
2. A Leave of Absence shall not normally exceed one (1) year. At the request of the Member, this restriction may be modified in individual cases by the Provost, on recommendation from the University Librarian or Dean. Approval of any such request shall not be arbitrarily withheld.
3. With the exception of Compassionate Leave, Court Leave, Pregnancy and/or Parental/Adoption Leave and Sick Leave, at least two (2) years of continuous service shall elapse between any two (2) successive Leave periods, and a Member shall not be on Leave for more than twenty-four (24) months in any seven (7) year period. At the request of the Member, these restrictions may be modified in individual cases by the Provost, on recommendation from the University Librarian or Dean. Approval of any such request shall not be arbitrarily withheld.
4. No salary shall be received during an approved Leave of Absence.
 - 4.1 Approval of a Leave of Absence shall not increase the Workload of other full-time Members in the Unit.
5. The Member may elect to pay the cost of benefits and pension contributions during the period of the Leave of Absence. During a Leave of Absence, the Employer will not contribute towards the costs of benefits, including pension.
6. Professional Leave credit shall be earned during a Leave of Absence, subject to the provisions of the Article *Professional Leave*.
7. A Member shall apply in writing at least six (6) months before the proposed Leave is to take effect to the University Librarian or Dean. The application shall describe in detail the purpose and duration of the Leave. In the case of unforeseen circumstances, however, a Member shall be permitted to apply for such a Leave less than six (6) months before the desired start date, and this application shall be given consideration.
8. The application shall be approved or denied by the University Librarian or Dean or designate. The University Librarian or Dean or designate shall not arbitrarily withhold approval, and shall provide written notice of his or her decision, with reasons in the case of a denial, within twenty (20) working days of receipt of the application. The written reasons shall be accompanied by a statement that the Member has the right to receive assistance and representation from the Association.

9. Members on a Leave of Absence are not eligible for consideration for Promotion during the Leave of Absence. This restriction may be modified in individual cases by the Provost, on recommendation from the University Librarian or Dean, at the request of the Member. Approval of any such request shall not be arbitrarily withheld. In the case of a Member on a Probationary Appointment, a Leave of Absence beyond six (6) months is not included in the term of the Probationary Appointment. Any record of activity in the Member's areas of Responsibilities that is generated during the Leave period may be included when a participant is considered for Promotion and/or Continuing Appointment.

10. If a Leave of Absence for one year or more is denied, any grievance of the failure to grant the Leave shall begin at Step 2.