

PROCEDURES FOR POLICY 8.12 – Leave of Absence Without Pay

Requesting a Leave

A SAGE member's request for a leave of absence must be made in writing to the Supervisor and/or Budget Unit Head (or designate) at least four (4) weeks in advance of the requested leave. The request shall state the period of time involved and the reasons for the leave. For those members requesting an unpaid leave of absence for education purposes, such request must explicitly state this. A written reply will be given within 10 days of the request and if the request is denied, reason shall be set forth in writing for the denial.

When a leave of absence is granted, Western will provide the employee with a letter outlining the details of the leave. This letter will be signed by the employee and the Supervisor and/or Budget Unit Head (or designate).

Returning From a Leave

Should a SAGE member elect to return from an unpaid leave of absence of two months or more prior to the original return date, he/she will notify the Supervisor and/or Budget Unit Head (or designate) in writing at least 6 weeks in advance, giving the revised date of return, unless there is mutual agreement otherwise.