POLICY 8.17 – Leave of Absence Without Pay

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Effective Date: June 26, 2002

Revised: September 10, 1999

POLICY

1.00 UWO may grant leaves of absence without pay up to twelve (12) months subject to the operating requirements of the unit concerned. The leave shall be granted at the discretion of UWO, which discretion will be exercised in a reasonable manner.

2.00 An employee’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 reasons for the leave. A written reply will be given within ten (10) days of the request, and if the request is denied, reasons shall be set forth in writing for the denial.

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

4.00 Subject to Policy 8.27, the leave of absence shall be without pay, group insurance benefits or pension contributions. However, an employee may continue group insurance benefits or pension contributions provided they pay the full cost of their contributions or premiums, if any, as well as those of UWO, to UWO by monthly post-dated cheques. If requested, UWO shall provide an information session to employees respecting benefits during the leave of absence.

5.00 Seniority not service shall continue to accrue for grandparented employees for leaves in excess of two (2) weeks. For Leaves of Absence of two (2) weeks or less in duration, service and seniority shall accrue for grandparented employees.

6.00 An employee shall be entitled to return to his/her position upon the end of the leave of absence, unless the position no longer exists, in which case, grandparented employees may exercise their rights under UWOSA Articles 12 to 16.

7.00 Employees taking leaves of absence may also apply for deferred salary leave under Policy 8.27.