

## **PROCEDURES FOR POLICY 8.17 – Reduced Responsibility**

### **Requesting a Leave**

A SAGE member who would like to enter into a reduced responsibility arrangement should initiate the discussion with the supervisor as soon as possible prior to the start date of the proposed reduced responsibility arrangement.

If the supervisor and SAGE member agree on terms that, in the view of the supervisor, will not significantly impact the unit's operational capabilities, the details of the proposed reduced arrangement should be documented in accordance with the format provided by Human Resources, and submitted to the Dean/Budget Unit Head for approval. If approved by the Dean/Budget Unit Head, the request must then be forwarded to the Associate Vice-President, Human Resources or designate for approval. Confirmation of the approved reduced responsibility arrangement will be provided to the SAGE member, supervisor and Dean/Budget Unit Head