

Leaves of Absence (General)

Policy No. 307

Policy Statement: Permanent full-time or part-time employees may be granted a special or extended leave of absence without pay or benefits for personal reasons.

Procedure:

- a) A **special leave of absence** is a leave for a duration of less than three (3) months. Employees must provide their request in writing on the applicable Request for Leave form (Appendix 307A Request for Leave) to their immediate supervisor or designate, at least six (6) weeks prior to their requested commencement of such leave.
- b) An **extended leave of absence** is a leave for a duration of three (3) months or more, up to one (1) year. The Request for Leave form (Appendix 307A) must be submitted by employees to their immediate supervisor or designate, at least twelve (12) weeks prior to the requested commencement of such leave. An extended leave of absence request will normally not be considered unless the employee has been employed with the Archdiocese for a period in excess of two (2) consecutive years. Extended leaves of absence may be granted for the purpose of education, or personal growth.
- c) Employees must provide reasons for their request and any other relevant information in support of such request. The maximum leave of absence that can be granted will be up to one (1) year. Based upon valid reasons and circumstances, consideration may be given to waive or lessen the specified notice periods in which requests are to be submitted as per a) and b) above.
- d) Extended leaves of absence are granted to employees at the discretion and recommendation of their immediate supervisor(s) in consultation with the Chancellor of the Archdiocese. Such requests and leaves are subject to operational requirements and other relevant factors.
- e) For an extended leave of absence, the Archdiocese will make every reasonable effort to provide the employee with the same position or a comparable position upon their return.
- f) Employees granted a leave of absence shall not work for gain during the period leave, except with the express consent of the Archdiocese and their immediate supervisor.

- g) Employees wishing to maintain and continue certain Employee Group Plan benefits and coverage, are to contact the person responsible for the administration of the Plan, and make arrangements for the pre-payment of 100% of the premium costs of the eligible benefit coverage for the period of the leave of absence in excess of one (1) month.
- h) Employees on an extended leave of absence are expected to provide no less than four (4) weeks-notice in writing, of their anticipated return to work date.
- i) Employees who fail to return to work after the expiry of their approved leave of absence and do not report on their next scheduled day of work, may be considered to have voluntarily resigned from their position and employment, unless they provide appropriate notification as per h) above, including reasons satisfactory to the Archdiocese for their inability to do so.

Refer to Policies:

- No. 309 Compassionate Care Leave
- No. 311 Maternity/Parental Leave
- No. 312 Personal Leave (With Pay)
- No. 313 Sick Leave

Refer to Appendix:

- No. 307A Request for Leave Form