**SIR SANDFORD FLEMING COLLEGE**

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| PROCEDURE TO APPLY FOR AN UNPAID LEAVE OF ABSENCE |

**PROCEDURE STATEMENT:**

The purpose of the Unpaid Leaves of Absence procedure is to provide a fair, equitable and consistent mechanism to grant unpaid leaves of absence from the workplace. Fleming College ensures the procedures for reviewing and approving unpaid leaves will remain open and consultative. All workplace parties are expected to address requests for unpaid leave with personal responsibility and integrity.

**ELIGIBILITY:**

All full-time staff at Fleming College who have completed their probationary period are eligible to apply for an unpaid leave of absence.

**REFERENCE:**

* Academic Collective Agreement, article 21
* Support Staff Collective Agreement, article 12
* Terms & Conditions of Employment for Administrative Staff, article 6

**RESPONSIBILITY:**

The College retains the right and responsibility for approvals of all applications for unpaid leaves of absence. The College reserves the right to define “legitimate personal reasons”. To avoid disruption to academic and/or operational processes at the College, employees applying for a leave shall provide reasonable (written) notice of not less than 12 weeks to their supervisor. All applications must be submitted in writing using the procedure detailed below:

1. Employees applying for an unpaid leave of absence will complete the “Employee Unpaid Leave of Absence Form”. Please arrange to obtain a “Leave of Absence Information Package” from the Human Resources office before you complete your application form.
2. The employee will submit the completed form to his/her immediate supervisor for review and discussion at least 12 weeks in advance of the requested commencement date for the leave period.
3. Prior to giving verbal or written approval of an unpaid leave, if the supervisor is unsure whether the leave application meets all College and collective agreement requirements, he/she shall discuss the leave application with their Human Resources Consultant.
4. (Leaves outside of the academic area) If the leave is approved, the supervisor will sign the application form and forward the original form to the HR Consultant. In cases of leave denial, the supervisor shall personally discuss the rationale for their decision with the requesting employee in a timely manner.

1. (Academic leaves) If the Dean is supportive of the leave request, he/she shall bring forward their recommendation to the Vice-President Academic for discussion. If the leave is approved, the Vice-President Academic will sign the application form and forward the original form to the HR Consultant. In cases of leave denial, the Vice-President Academic (or his/her designate) shall personally discuss the rationale for their decision with the requesting employee in a timely manner.
2. Unpaid leaves of absence shall not normally exceed a period of twelve months. Written authorization from the supervisor (support staff; administrative) or the Vice-President Academic (academic) must be provided to HR if the original return to work date changes. Where an approved change to the return to work date exists, the employee must contact the Benefits Administrator in HR to discuss pension and benefit implications.
3. For bargaining unit members who are on approved unpaid leaves of absence, his/her service and seniority, vacation, and sick entitlements shall be governed by the applicable collective agreement.
4. Eligibility for administrative performance-based incentives will be in accordance with Fleming College’s Administration Performance Management Program. Generally, if service in the administrative position is less than three (3) months, no performance incentive or base salary range progression is owed. If the unpaid leave spans the end of the current performance year, a formal performance evaluation should be completed by the supervisor prior to the commencement of the unpaid leave.

**Benefit Guidelines During Your Leave**

**Sun Life Benefit Plan**

a) You will need to determine what coverage you will be maintaining during your leave. You are responsible for both the employee and the employer costs during the unpaid leave period. Please contact the Benefits Administrator to review these costs, and discuss coverage arrangements.

b) If you are traveling to another province, territory or country, it is important that you register with OHIP as soon as possible (90 days prior to the commencement of your leave is recommended). Failure to do so may jeopardize your Sun Life Benefit Plan coverage. If you are traveling to a country that is involved in a war, or hostile action of the armed forces, prior approval from Sun Life is required to maintain your benefit coverage. Please contact the Benefits Administrator to discuss arrangements.

c) You are required to complete a Sun Life benefit change form outlining the benefit election you have selected to be maintained during your leave. This form is provided in the Information Package and should be returned to the Benefits Administrator to ensure arrangements are made with Sun Life Financial.

**Vacation Entitlement**

You will not accrue vacation entitlement during the period of your unpaid leave.

**CAAT Pension Service**

You may elect to purchase your CAAT Pension service during your leave of absence. You will be responsible to pay your share and the College share of all costs during your leave period. Purchasing your leave period with the CAAT Pension Plan will ensure continuous service is recorded.

**Misc. Payroll Deductions**

Deductions such as United Way, Parking, Social Fund, Canada Savings Bonds, RRSP, will cease on the pay immediately prior to your commencement of your leave.

If you require any further information please do not hesitate to contact your Human Resources Consultant or the Benefits Administrator.