Leave - Leave Without Pay Procedure

Section 1 - Purpose

(1) The purpose of this Procedure is to detail the steps and responsibilities associated with applying for and taking leave without pay.

Scope

(2) This Procedure requires actions by the following:

a. Executive Dean;
b. Director, Human Resources;
c. Head of Office;
d. Human Resources Officer; and
e. Staff Member.

Section 2 - Policy

(3) See Leave - Personal Leave Policy.

Section 3 - Procedures

(4) Leave without pay is not an entitlement and will be subject to the convenience of the University.

(5) It is expected that a staff member will have exhausted all available paid leave entitlements before applying for leave without pay.

Request

Staff Member

(6) Notify your Executive Dean / Head of Office, in writing, of your request for leave without pay.

Executive Dean / Head of Office

(7) Consult with the staff member and their supervisor to determine whether leave without pay would be appropriate in the circumstances.

(8) Where appropriate, recommend and submit Application for Leave Form to Human Resources (HR).

Requests in excess of twelve (12) months

(9) Where there is support for leave without pay which exceeds twelve (12) months, submit the request to the Director, Human Resources for consideration and approval.

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Process Request

Director, Human Resources

(10) Consider and approve, as appropriate, a request for leave without pay in excess of twelve (12) months.

Human Resources Officer

(11) Process a leave without pay request and maintain records for reporting and compliance purposes.

Section 4 - Guidelines

(12) Nil.

Section 5 - Definitions

(13) Commonly defined terms are located in the University Glossary.

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Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
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