

**PERSONAL LEAVE WITHOUT PAY**

Section: Human Resources (HR)  
Subject: Leaves (Paid and Unpaid)

Legislation:  
Effective: June 11, 2004  
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**APPROVED:** \_\_\_\_\_  
**President and CEO**

**POLICY**

The policy of the Board of Governors is to grant leaves of absence without pay to employees consistent with the terms of any applicable collective agreement, the employment information provided to APT and Management and applicable SAIT policies and procedures.

**PROCEDURE****DEFINITIONS**

**Leave of absence without pay** A period of time away from work for which an employee is not paid.

**GOVERNING PRINCIPLES**

1. It may be necessary or desirable for an employee to take a leave of absence without pay for personal reasons.
2. A leave of absence without pay may be approved for a period of up to one year.
3. Each request for a leave of absence without pay shall be reviewed on a case-by-case basis, and in accordance with the applicable collective agreement.

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4. Current available vacation and overtime earned as at the time of application for a leave of absence without pay must be taken before the leave commences.

## PROCEDURE

1. An employee may request a leave of absence without pay, provided that:
  - a) The employee applies in writing (including dates of absence and reasons for the request) and completes an HR 11 - Salaried Employee Absence Form at least one month, or as per the timelines specified in the applicable collective agreement, before the requested date of commencement; and
  - b) Operational requirements permit such a request.
2. An employee's request for a leave of absence without pay for a period of up to four months shall be reviewed by, and approved at the discretion of, the employee's dean, director, or associate vice president.
3. An employee's request for a leave of absence without pay for a period of more than four months and up to one year shall be reviewed by, and approved at the discretion of, the employee's dean, director, or associate vice president, and the applicable vice president.
4. a) If the employee is granted a leave of absence without pay that is up to four months and the employee is covered by Alberta Health Care, Extended Health Care, Dental, Group Life and Accidental Death and Dismemberment Insurance:
  - i) The employee will continue to be covered by these plans for the period of the leave;
  - ii) The employee and SAIT will continue to pay their respective premiums for these plans for the period of the leave; and
  - iii) Health Care Spending Account and Long-Term Disability coverage will be terminated for the period of the leave.
- b) If the employee is granted a leave of absence without pay that is more than four months, SAIT may, at the employee's request, apply to the insurance carrier for continued coverage. If the insurance carrier approves coverage, the employee will pay both the employee's and SAIT's share of the premiums. If the insurance carrier denies coverage, SAIT is under no obligation to find alternative coverage.

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5. The Local Authorities Pension Plan (LAPP) will bill the employee for the employee's share of pension contributions at the end of each calendar year, purchase of which is optional. If an employee has more than 12 months leave in the employee's career, the employee is responsible for both the employee's and SAIT's share of LAPP.
6. If the employee accepts employment elsewhere during the leave, all benefits coverage will be terminated.
7. An employee who is granted a leave of absence without pay shall not accrue vacation entitlements during the leave period.
8. An employee who is granted a leave of absence without pay shall be returned to the employee's former position, or be placed in another position with comparable salary and benefits.
9. An employee who is on a leave of absence without pay and who is affected by a change in compensation implemented during the period of leave will have the compensation change applied upon the employee's return to work.
10. An employee is required to give a minimum of one month written notice (or as per the applicable collective agreement) of the employee's intention to return to work. If an employee overstays the leave of absence without pay without permission, the employee shall automatically forfeit the employee's position with SAIT, unless the employee subsequently shows that special circumstances prevented the employee from reporting to work.
11. If an employee resigns while on leave of absence without pay, the date of termination is the date that the employee's school/department receives written notification that the employee is resigning.

## **POLICY/PROCEDURE REFERENCE**

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| HR.3.6   | Leave of Absence Without Pay policy              |
| HR.3.6.1 | Maternity, Parental and Adoption Leave procedure |

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