



<b>Subject</b>	<b>LEAVE OF ABSENCE WITHOUT PAY (Full and Partial)</b> (formerly titled "7.07 Leave of Absence Without Pay (Full and Partial)")		
<b>Procedure Section</b>	<b>10 Leaves</b>		
<b>No.</b>	10.60		
<b>Exempt Employment Policy References</b>	Administrative Excluded Support	Section 20 (Unspecified Leave) Section (Regular Appointment Benefits: Leave of Absence)	
<b>Collective Agreement References</b>	Faculty Vocational Common Agreement (Faculty & Voc'l) Support	Article 48 (Other Leaves) Article 34 (General Leave, 34.2 Leave Without Pay) Article 7.2 (General Leave) Article (previously 61 (Leave of Absence, 61.1 Approved Leave of Absence Without Pay))	
<b>Forms &amp; Other Reference Material</b>			
<b>Status of Approval</b>	Approved	27-Jan-2016	Margo Kendal

**PREAMBLE:**

This procedure sets out the general conditions applicable to requests for full or partial leaves of absence without pay, which are submitted to OC for approval. This procedure applies to all unpaid leaves with the exception of maternity/parental leave. Maternity/Parental leave is covered under procedure 10.20.

OC will consider each application on its own merits and reserves the right to depart from the provisions of the procedure in exceptional circumstances.

**PROCEDURE:**

**A. REQUESTS**

1. Requests for full or partial leaves of absence without pay must be submitted as early as possible, using the following for leaves greater than one month:
  - (a) College Professors and Vocational Instructors
    - (i) At least four months prior to the date the leave is to begin
    - (ii) For a leave commencing in the period May 1 to December 31, the request should be submitted no later than the previous February 1. This is to allow for the recruitment of a replacement
  - (b) Senior Managers, Administrative Staff, Excluded Staff, Non-instructional Faculty and Support Staff
    - (i) At least four months prior to the date the leave is to begin

NOTE: Where an employee enters into negotiations for an exchange leave (e.g. with a University, company or government agency) which may lead to a request for a leave of absence without pay, the Dean or Director should be informed of this as early as possible and in any event, no later than the notice period noted above.

## 2. Full-time Leaves

- (a) Requests for full-time leaves of absence without pay of up to and including four months require the approval of the Dean/Director
- (b) Requests for full-time leaves of absence without pay of more than four months but less than and including one year require the approval of the appropriate Vice-President.
- (c) Requests for full-time leaves of absence without pay that exceed one year require the approval of the President

## 3. Partial Leaves

- (a) Requests for partial leaves of absence without pay of up to and including one year require the approval of the Dean/Director
- (b) Requests for partial leaves of absence without pay that exceed one year require the approval of the President

# **B. GENERAL CONDITIONS**

## 1. Full-time Leaves

The following conditions will apply to requests for full-time leaves of absence without pay. For leaves greater than one month, exceptions will require the approval of the President.

- (a) An applicant on a Regular or Continuing Appointment must have been employed by OC for at least three years prior to the beginning of the period of leave requested.
- (b) The leave will be contingent on obtaining a suitable replacement within the available budget.
- (c) Employees will normally not be eligible for a leave more than once every five years
- (d) For College Professors, a leave for a semester (4 months) will include non-instructional and vacation time and will be defined as six months in duration. For Vocational Instructors, a leave will include non-instructional and vacation time and the duration will be dependent on departmental needs.
- (e) An employee will normally use all outstanding vacation entitlement prior to commencing the leave.

## 2. Partial Leaves

The following conditions will apply to requests for partial leaves of absence without pay. For leaves greater than one month, exceptions will require the approval of the President.

- (a) An applicant on a Regular or Continuing Appointment must have been employed by OC for at least three years prior to the beginning of the period of leave requested.
- (b) The leave will be contingent on obtaining a suitable replacement within the available budget.
- (c) For College Professors, a leave for a semester (4 months) will include non-instructional and vacation time and will be defined as six months in duration for faculty. For Vocational Instructors, a leave will include non-instructional and vacation time and the duration will be dependent on departmental needs.

### **C. PROCESS**

1. A request for full or partial leave of absence without pay must be submitted to the appropriate Dean/Director, outlining the dates and the reasons for the leave.
2. The Dean/Director will provide a written recommendation for requests for full-time leaves without pay for more than four months and forward the application for leave and the recommendation to the appropriate Vice-President; the Dean/Director will provide a written recommendation for requests for partial leaves without pay for more than a year and forward the application for leave and the recommendation to the President;
3. The Vice-President will make a recommendation to the President for any full-time leaves of absence without pay that exceed one year
4. In the event the leave is approved, Human Resources will send notice to the employee outlining the effects of the leave (on benefits, vacation, etc.)
5. In the event the leave is denied, the applicant may request, in writing, the reason the leave was denied. The response shall be provided, in writing, by whomever denied the request.

### **D. PROCESS FOR CALCULATING SALARY & BENEFITS FOR PARTIAL LEAVES**

To calculate the pro-rated salary and benefits for an employee on partial leave without pay the following must be known for each week:

**A** = Number of hours normally scheduled (full time)

**B** = Number of hours release (partial leave)

**C** = Number of hours scheduled (hours worked during partial leave)

1. **Salary** shall be calculated as:

**$C \div A \times \text{bi-weekly salary} = \text{pro-rated salary}$**

2. **Vacation** shall be calculated as:

**$C \div A \times (\text{weeks on leave} \div 52) \times (100\% \text{ allotment of vacation in hours}) = \text{pro-rated vacation hours}$**

3. **Benefits:** the employee is required to reimburse OC for the pro-rated cost of benefits while on partial leave. The pro-rated cost of benefits are deducted from the employee's bi-weekly pay and shall be calculated as:

**$\text{Benefits cost} \times B \div A = \text{amount employee owes to OC biweekly}$**

4. **Pension:** the employee's pension contributions and pensionable service are based on the eligible salary paid and the actual hours worked during the partial leave.
5. The employee may be eligible to purchase pensionable service missed during a full-time or partial leave by completing a Purchase of Service application while actively employed in accordance with the pension plan rules. Additional information regarding a purchase of service application is available by contacting Human Resources or by visiting the pension plan website at [www.pensionsbc.ca](http://www.pensionsbc.ca). Employees who choose to purchase pensionable service are responsible for 100% of the cost.