



Subject	EXCHANGE LEAVE (formerly titled "7.13 Exchange Leave")
Procedure Section	10 Leaves
No.	10.72
Exempt Employment Policy References	Administrative Section 21 (Exchange Leave)
Collective Agreement References	Faculty Article 48.9 (Exchange Leave) Vocational Article 36 (Employee Exchange Leave) BCGEU Com. Agreement (Faculty & Voc'l) Article 7.12 (Exchange Leave) Support Article 56 (Exchange Leave)
Forms & Other Reference Material	
Status of Approval	Approved 30-May-2013 Margo Kendal

PREAMBLE:

Exchange leave is a period of leave granted to an employee on continuing or regular appointment to exchange positions with an individual of comparable qualifications and experience.

PROCEDURE:

1. The specific provisions of the employment policies or collective agreement(s) will apply.
2. Subject to any express terms of a collective agreement to the contrary, the following provisions apply to exchange leave requests:
 - (a) At least one year prior to the intended commencement of the exchange leave, the employee wishing to take an exchange leave must notify the OC President and designated supervisor, in writing of their intention to negotiate an exchange leave.
 - (b) At least ten months (six months for instructional employees) prior to the exchange leave, the employee will notify the OC President and designated supervisor of their arrangements and submit the qualifications of the incoming employee for approval.
 - (c) The qualifications and references of the incoming employee will be reviewed for approval.
 - (d) The employee requesting the exchange leave will be notified by the Human Resources Division, in writing, within one month of [2.0 (b)] above of OC's decision.