

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

Legislation:	
Effective:	
Revision:	May 25, 2004; April 26, 2005; April 30, 2015; September 1, 2016 (reformatted)

APPROVED: _____
Chair, on Behalf of SAIT's Board of Governors

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.

GOVERNING PRINCIPLES

1. A leave of absence without pay is considered a privilege.
2. In no case will a leave of absence without pay be granted automatically, with the exception of leaves covered under legislation.
3. Granting a leave of absence without pay will only be considered if requested, in writing, by the employee.
4. Leaves of absence without pay are granted on the basis that:
 - a) The employee will be available to return to regular employment at the conclusion of the leave; and
 - b) A position is available for the employee to return to at the conclusion of the leave.

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5. Vacation earned and outstanding at the time of application for a leave of absence without pay must be taken prior to the commencement of the leave, except for maternity, parental and adoption leaves.
6. Leaves of absence without pay may be approved for periods not exceeding one year.

POLICY/PROCEDURE REFERENCE

- HR.3.6.1 Maternity, Parental and Adoption Leave procedure
- HR.3.6.2 Personal Leave Without Pay procedure

POLICY

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