



<b>SUBJECT:</b> Leaves of Absences	<b>POLICY NO:</b> HR - 2	<b>LAST REVISED:</b> June 28, 2015
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**Policy**

The Saskatchewan Polytechnic Students' Association Inc. is committed to providing an effective program of leave.

**Procedure**

The SPSA believes that an effective program of leave should include leaves for illness, professional development, compassion, personal reasons, maternity/paternity, and professional activities. As well, the program will give consideration to such factors as length and quality of service and the needs of the individual.

1. Sick Leave

Each Administrative Staff member shall be entitled to fifteen (15) calendar days of sick leave with pay at regular salary for each year of employment by the SPSA.

- a. The unused portion of the annual sick leave entitlement shall accumulate to a maximum of one hundred (100) days. In the event of termination of employment, unused sick leave will be forfeited.
- b. It shall be necessary for a member of the Staff to furnish the General Manager with a medical certificate if requested by the General Manager.

2. Special Leave

The circumstances under which special leave is granted, is as follows:

- a. Illness within the immediate family – four (4) days;
- b. Bereavement – three (3) days;
- c. Travel time for illness within the immediate family or bereavement – two (2) days;
- d. In exceptional circumstances, leave may be altered by mutual agreement among the Executive, the General Manager and the Staff member.

3. Maternity/Paternity/Adoption Leave

Maternity leave shall be granted for a period of up to twelve months, without pay, after completing minimum of 20 weeks of employment.

- a. The application for leave must be made to the General Manager at least four (4) weeks prior to the commencement date of the leave. The date of return to service shall be mutually agreed between the applicant and the General Manager.
- b. Upon return to work the Staff member shall have reinstated the same terms, conditions and benefits or comparable to which the employee was entitled prior to accepting leave.
- c. In exceptional circumstances, leave may be altered by mutual agreement among the Executive, the General Manager and the Staff member.
- d. An employee who is on maternity, adoption and parental leave may continue participating in the Association's benefit plan provided that the employee pays the contributions.



4. Professional Development

The need for continuous upgrading of personnel competencies is to the benefit of the SPSA. The SPSA believes in granting leaves of absences in the interests of service, staff improvement and morale.

5. Leave Without Pay

Full-time employees may be granted leave without pay under the following circumstances:

- a. To participate as candidates in Federal, Provincial, Municipal and local school board elections.
- b. For good and sufficient cause. The leave must be submitted in writing four (4) weeks prior to the leave commencing at which time the Executive Council will review and approve or decline.
- c. Giving consideration to such factors as length and quality of service and the needs of the individual, which the General Manager will determine.