



SUBJECT: Leaves of Absence	POLICY NO: HR – 2	LAST REVISED: April 30, 2025
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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, compassion, personal reasons, maternity/paternity, and professional development. The program will consider such factors as length and quality of service and the needs of the employee.

1. Sick Leave
Each contract employee is entitled to sick leave with pay according to the terms of their employment agreement. If requested by the General Manager, an employee must provide a medical certificate to validate their sick leave. If requested by the President, the General Manager must provide a medical certificate to validate their sick leave.
2. Employment Leave (Without Pay)
Special leave types, such as Maternity, Adoption, Parental, Bereavement, participation in elections, and for good cause will be granted, without pay and comply with the laws set out under the Saskatchewan Employment Standards.
3. Professional Development Leave (Without Pay)
The SPSA recognizes the importance of continuously upgrading personnel competencies. The SPSA supports granting leaves of absence to staff members for professional development purposes. This is done with the understanding that it serves the interests of the organization and the growth and development of the employee. The employee may apply for a professional leave by following the process outlined in #4 Eligibility for Leave.
4. Eligibility for Leave
 - a. Employees may request leave without pay provided:
 - The request is submitted in writing at least four (4) weeks before the leave start date.
 - The request is reviewed and either approved or declined by the Supervisor and General Manager.
 - If the General Manager submits the request, it will be reviewed and approved or declined by the President, in consultation with the Executive Council.
 - b. Consideration of Service and Individual Needs: When reviewing requests, the General Manager/President will consider factors such as the length and quality of the employee's service and the specific needs of the employee requesting the leave.
 - c. Upon returning to work, the employee shall be reinstated to the same terms, conditions, and benefits as specified by the Saskatchewan Employment Standards that they were entitled to before taking the leave.
5. Alteration of Leave in Exceptional Circumstances:
 - a. In exceptional circumstances, the leave arrangement may be altered by mutual agreement between the Supervisor, General Manager, and the employee.



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- b. If the General Manager requests an alteration to the exceptional circumstances leave, the leave arrangement may be altered by mutual agreement between the President and the General Manager.
- 6. **Benefit Plan Participation During Maternity, Adoption or Parental Leave**
Employees on maternity, adoption, or parental leave can continue participating in the Association's benefit plan, provided they continue to pay the necessary contributions.