POLICY 8.12 – Leave of Absence Without Pay

Policy Category: Personnel – Select Administrative Group Employees (SAGE)

Subject: Leave of Absence Without Pay

Approving Authority: Board of Governors

Responsible Officer: Associate Vice-President (Human Resources)

Responsible Office: Human Resources

Related Procedures: Procedures for Leave of Absence Without Pay

Related University Policies:

Effective Date: May 4, 2017

Supersedes: June 26, 2002; September 10, 1999
[Previously MAPP 8.17 – Leave of Absence Without Pay]

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I.   PURPOSE

The purpose of this policy is to provide details with respect to the granting and administration of leaves of absence without pay for Selective Administrative Group Employees (SAGE) members at Western.

II.   POLICY

1.00   Western may grant leaves of absence without pay for up to twelve (12) months, subject to the operating requirements of the unit concerned. The leave shall be granted at the discretion of Western, which discretion will be exercised in a reasonable manner.

2.00   Subject to Policy 8.19 (Deferred Salary Leave), the leave of absence shall be without pay, group insurance benefits or pension contributions. However, an employee may continue group insurance benefits or pension contributions provided they pay to Western the full cost of their contributions or premiums, if any, as well as those of Western, by monthly post-dated cheques.

3.00   For leaves of absence with a duration in excess of two (2) weeks or fourteen (14) calendar days, service shall not accrue for employees after the first two (2) weeks or fourteen (14) calendar days of absence.

4.00   An employee shall be entitled to return to his/her position, unless the position no longer exists, in which case, the employee will receive the notice and entitlements described in Policy 8.8 (Lay Off and Termination Without Cause) upon the conclusion of the leave of absence.

5.00   Employees taking leaves of absence may also apply for deferred salary leave under Policy 8.19 for purposes of career development.