



Policy:	O-5.9
Approved By:	

7. The maximum allowable length of an unpaid leave of absence will be governed by the limits contained in the applicable collective agreements, or terms and conditions of employment. Where no such limits exist, the maximum allowable length of an unpaid leave of absence is normally twelve months; however, extensions may be granted in certain cases with the approval of the Executive Director of Human Resources.
8. An unpaid leave of absence request requires the approval of the appropriate authority. (See the Authorities Grid that follows.)
9. An unpaid leave request may be granted only if the employee has a bona fide intention to return to the College following the leave.
10. Normally, an employee returning from a leave is required to serve a period of not less than 24 months before requesting an additional unpaid leave of absence.
11. In the absence of legitimate reasons, an employee who fails to return to work within **ten (10) working days** of the leave's expiry date shall be considered to have abandoned their position.
12. An employee seeking approval to amend his/her established return to work date is required to submit a letter of request to his/her Dean/Director. (See guidelines below.) Amendments will only be approved in cases where there is no impact on service delivery to students or disruption to the established teaching schedule.

1. Unpaid leaves of absence requests for periods of **(10)** consecutive working days or less will continue to be processed in accordance with current departmental / school practices.
2. Employees applying for an unpaid leave of absence **that exceed ten (10)** consecutive working days **must complete** the *O-5.9.1 Unpaid Leave of Absence Request Form* available from Human Resources or online (see link below).
3. Authority Grid for Approval of Unpaid Leaves of Absence:

College Group	Length of Requested Leave	Recommending Authority	Final Approval Authority
CCFA	Up to 52 weeks	Department Chair/ Supervisor	Dean / Director* or designate
	Extensions beyond 52 weeks	Dean / Director	Executive Director, Human Resources
BCGEU	Up to 52 weeks	Department Chair	Dean / Director or designate
	Extensions beyond 52 weeks	Dean / Director	Executive Director, Human Resources
CUPE	Up to 52 weeks	Immediate Supervisor	Dean / Director or designate
	Extensions beyond 52 weeks	Dean / Director	Executive Director, Human Resources
EXEMPT STAFF	Up to 52 weeks	Immediate Supervisor	VP Responsible - consult with Exec Director of Human Resources
	Extensions beyond 52 weeks	Immediate Supervisor	Executive Director, Human Resources

* Leaves which are deemed to be of benefit to the college under 13.01 of the CCFA Collective Agreement require the approval of the Vice President Education.

4. Once signed by the Dean / Director (or designate) responsible, a copy of the [O-5.9.1 Unpaid Leave of Absence Request Form](#) must be provided to the Dean's/Director's Administrative Support staff for forwarding to the appropriate Human Resources Consultant who will send a leave approval letter. This letter will include information regarding the impact on employee benefits resulting from the leave and a *Benefits Advice Form* to identify which benefits the employee will maintain while on leave. A copy of the signed approval form must also be provided to the appropriate Vice President for their information.
5. The employee taking leave is required to sign and return the *Benefits Advice Form* along with their selected method of payment (cheques, VISA/Mastercard No.) to the Human Resources office at Lansdowne Campus within **five (5) working days** of receipt.
6. Employees returning from an unpaid leave of absence are required to provide a notification of intent to return to work at least **four (4) weeks** before the conclusion of the leave.

7. A request to extend a period of unpaid leave of absence shall be made through the Dean/Director (or designate) responsible, at least **eight (8) weeks** prior to the conclusion of the leave period.
 8. In instances where there is a disagreement between an employee and their supervisor regarding application of this policy, the matter shall be presented to the Executive Director of Human Resources and the Dean/Director (or designate) responsible for a final determination.
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1. Employees approved for a 100% unpaid leave of absence that exceed ten (10)