

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 4	DIRECTIVE NO. D8
	ORIGINATOR Human Resources	
	APPROVED BY President's Executive Committee	
TITLE LEAVE OF ABSENCE WITH OR WITHOUT PAY FOR PERSONAL REASONS	EFFECTIVE DATE 1996.05.30	REPLACES 1991.02

MANAGEMENT POLICY

It is the policy of the College to grant leaves of absence with or without pay for personal reasons according to the guidelines and procedures which follow.

1. Leave With Pay

At the discretion of the College, leave of absence with pay may be granted for sickness, bereavement, religious duty, extenuating personal circumstances and, in the case of academic employees, leave for the care of an immediate family members.

1.1 Sickness

1.1.1 To qualify for the continuation of salary and benefits in the event of illness, an employee should understand that he or she may be required to provide evidence of the disabling condition from the appropriate professional.

1.1.2 Absences of up to three working days' duration do not normally require medical evidence to ensure the continuation of salary and benefits. However, the College reserves the right to request medical evidence in these circumstances without incurring any related cost.

1.1.3 Submission of documentary evidence of sickness may be deferred to a later date by the supervisor, where it is known that a disabling condition such as hospitalization exists.

1.1.4 Absences of 5 consecutive days duration or longer are to be reported to the Human Resources Department immediately by the supervisor so that pay adjustments, if necessary, can be made in a timely manner.

1.1.5 Prolonged absence may require periodic medical review to confirm disability. The Director, Human Resources should be informed of the circumstances by the supervisor. The Director, Human Resources will recommend the course of action to be taken.

1.2 Bereavement

Bereavement leave for close family members as defined in the Collective Agreements and in the Terms and Conditions of Employment for Administrative Employees will be granted but will generally not exceed three working days. Up to two additional days may be granted to accommodate extensive travel in the case of a close family member.

1.3 Religious Duty

In each calendar year the College will grant up to three working days with pay to enable an employee to attend to his or her religious duty where such duty would prevent attendance at work. Written confirmation from a recognized representative of the religion will be required by the Human Resources Department to support the request for paid leave.

1.4 Family Care

Family care will be granted to Academic staff only as per the Collective Agreement for up to 5 days per year which will be deducted from his or her sick leave balance.

1.5 Extenuating Circumstances and Personal Leave

1.5.1 Extenuating circumstances by their nature cannot be predicted but concern matters such as sudden critical illness or accident involving members of the immediate family (spouse/partner or children). Requests for such leave must be made to the immediate supervisor and receive written approval before the leave can be claimed. This leave is not intended to include absenteeism related to unavailability of child care or staying home with sick family members.

1.5.2 Personal leave is intended to accommodate individuals who must attend to personal business that cannot be conducted outside the normal working hours.

1.5.3 Extenuating and personal leave may be granted for up to a maximum of 3 days. Requests for extension to 5 days must be approved by the Director/Dean in consultation with the Director of Human Resources.

2. Jury Duty/Subpoenas

Leave with pay will be provided subject to the receipt of payment to the College of the jury duty or witness fee received.

3. Leave Without Pay**3.1 Duration**

Leave without pay may be approved for as short a period as one (1) day and will not normally exceed twelve (12) months.

3.2 Approval

Leave without pay for up to three (3) months may be approved by the appropriate Vice President, Dean or Director/Manager/ Supervisor.

Leave without pay beyond three (3) months require the approval of the College President.

3.3 Criteria

In assessing a request for an unpaid leave the College will consider, among other relevant factors, the following:

- a) Length of service with the College.
- b) Urgency of the circumstances requiring an absence from work.
- c) Relationship of the leave to personal and College objectives.

3.4 Benefits and Pension

Individuals on an unpaid leave of absence have the option to maintain benefit coverage and pension contributions provided they pay both the employee and employer share of the costs.

4. Exclusions

This policy does not apply to professional development leave, exchanges with other institutions, secondments, maternity leave, parental leave and leave under the Deferred Leave Plan.

5. General

- 5.1 This policy replaces all other policies, directives and minutes on leaves of absence with the exception of those noted in the "Exclusions" of this directive.
- 5.2 This policy is not intended to add to or detract from the entitlement to leave under the applicable Collective Agreements.

(original signed by)

Vice President
Student Life & Human Resources

(original signed by)

President