

## Manual of Administration

<b>TOPIC:</b> Human Resources	<b>SUBJECT:</b> Leave of Absence Without Pay	<b>Code: HR110</b>
		<b>Date of Issue: 03/95</b>
		<b>Revised: June 2008</b>
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**PURPOSE:** To clarify Avenue II's policy of "Leave of Absence Without Pay" to ensure fairness and consistency to all employees.

### **PROCEDURE:**

1. A "Leave of Absence Without Pay" **MAY** be requested for bargaining unit employees as per Article 11.01 of the Collective Agreement.
2. All leaves shall be requested in the manner described in AD170 of the Administration Manual. This policy outlines the procedure, approval, and notification requirements.

### **LENGTH OF LEAVE OF ABSENCE:**

1. A leave of absence may be granted for up to six (6) months, meeting the conditions outlined in this policy by the Executive Director.
2. A leave request for greater than six (6) months will be considered on an individual basis by the Executive Director.

### **CRITERIA FOR LEAVE OF ABSENCE:**

1. Educational Leave – attending a learning institution.
2. Self Improvement – includes travel.
3. Compassionate Grounds – family difficulties which may or may not be medically related.

### **NOTE:**

***A leave is ultimately granted at the sole discretion of management and is NOT automatically granted upon meeting the above criteria.***