
Leave Without Pay

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| Policy Number: | 4107 |
| Key Process Area: | Employee Engagement & Culture |
| Owner: | Executive Director, People & Culture |
| Current Approved Date: | Mar 30, 2023 |

POLICY STATEMENT

New Brunswick Community College (NBCC) recognizes that from time to time, employees may require time off from work, beyond the paid leaves covered by policy 4104.

PURPOSE

The policy provides flexibility in work arrangements to allow employees time off without pay for many reasons including but not limited to:

- pursue professional/career development
- serve in the military
- run for and serve in elected office
- for illness when credits for sick leave are exhausted
- to spend more time with family
- secondment
- to meet needs for which leave with pay cannot be authorized

SCOPE AND LIMITATIONS

This policy applies to Regular non-union employees, with the exception of Pro-rated Leave, which applies to both Regular and Term non-union employees.

1.0 DEFINITIONS

Politically Restricted Position –

A person who holds a position having deputy head status.

Is an employee who occupies a position:

- that is classified in the senior executive group; or
- who has responsibilities equivalent to those of positions classified in the senior executive group.

Is an employee whose duties and responsibilities as an employee include providing advice, opinions, proposals, recommendations, analyses or policy options to:

- the Premier
- a Minister
- Executive Council
- a member of Executive Council
- a committee of or a member of a committee of Executive Council
- a deputy head or Chief Executive Officer

Secondment – a temporary transfer of a Regular employee into another temporary position (within NBCC or to another part of the Government of New Brunswick).

2.0 IMPLEMENTATION

2.1 Guidelines by Types of Leave

| Leave Use | Guidelines |
|----------------------------------|---|
| Professional /Career Development | <ul style="list-style-type: none"> For a period of not more than one year, non-renewable to gain industry experience or for education relevant to the current position or to the College. Applies to Regular employees with at least five (5) years of service. |
| Military related | <ul style="list-style-type: none"> Appropriate leave to meet civil or national emergencies Leave for up to 18 months shall be granted to reservists to participate in operational military missions: <ul style="list-style-type: none"> In the case of a second or subsequent leave request from a reservist to participate in an operational military mission, at least twelve months must have elapsed since the employee returned to work from the most recent leave. The employer may require a certificate from an official with the Reserves stating that the reservist has been selected for service. |
| Nomination/Election | <ul style="list-style-type: none"> To seek nomination or election in a Federal or Provincial election. For a period of not more than six (6) months. Politically Restricted Positions are excluded. |
| Additional Vacation | <ul style="list-style-type: none"> Provides for leave without pay, with charge-back of salary over 26 pay periods, periods. See "Pro-rated Leave" below. Pro-rated leave must be used in the calendar year and cannot be carried over. For Term employees, the purchase can only be made to the term expiration date and the leave must be used prior to the term expiration date. |
| Secondment | <ul style="list-style-type: none"> For secondment external to NBCC, to a non-profit/volunteer organization/other Government department. |

2.2 Leave Without Pay: Benefits

2.2.1 Pension Plan – the *New Brunswick Public Service Pension Plan (NBPSPP)* does not permit participation in the pension plan while on an unpaid leave of absence.

2.2.2 Group Insurance - Participation in the group insurance requires the employee to pay both the employee and employer premiums while on an unpaid leave of absence.

2.2.3 Accumulation of Credits
Service time, sick leave and vacation credits do not accumulate while on an unpaid leave of absence.

2.2.4 Pro-rated Leave

Employees may purchase additional vacation (at their same rate of pay), where the purchase of time is taken from their bi-weekly pay cheque over an amount of time indicated by the employee, at the time of request, for a period of up to the end of the calendar year in which it is purchased (up to a maximum of 26 pay periods or until the term expiration date for term employees).

Employees may combine annual vacation allotment and the pro-rated leave (leave without pay) to a maximum of six weeks of time off per calendar year, subject to manager approval and operational requirements. Employees submit a request to their manager for additional leave without pay in Employee Self Services (ESS). All leave without pay (pro-rated leave) must be used by the end of the calendar year. Employees carrying over vacation from one year to the next are not eligible for pro-rated leave until carried over vacation is taken.

3.0 OTHER RELATED DOCUMENTS

Employee Self Service (ESS) Online Leave System