

Leave Without Pay

Policy Number: 4107
 Key Process Area: Employee Engagement & Culture
 Owner: VP FA
 Current Approved Date: Oct 24, 2017

POLICY STATEMENT

New Brunswick Community College (NBCC) supports employees in their work-life balance and 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
- to meet needs for which leave with pay cannot be authorized

SCOPE AND LIMITATIONS

This policy applies to non-union employees.

1.0 DEFINITIONS

Not applicable.

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 employees with at least five years of service.
Military Related	<ul style="list-style-type: none"> • Appropriate leave to meet civil or national emergencies and • 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 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 "Proration of Salary" below. Pro-rated salary leave must be used in the calendar year and cannot be carried over.
Secondment	<ul style="list-style-type: none"> For secondment to non-profit/volunteer organization/other Government department.

2.2 Leave Without Pay: Benefits

2.2.1 Pension Plan – the *Public Service Pension Plan* 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.

2.2.3 Accumulation of Credits
Service, sick leave and vacation credits do not accumulate during a leave of absence without pay.

2.2.4 Proration of Salary
Employees may make arrangements to have prorated pay deductions over 26 periods to provide income continuity during the specific period of Leave Without Pay. The combined vacation and prorated leave is not to exceed six (6) weeks per year unless approved by the VP Employee and Student Development.

3.0 OTHER RELATED DOCUMENTS

Employee Self Service (ESS) Leave