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## **Entrepreneurial Leave**

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Policy Number:	4109
Key Process Area:	Employee Engagement & Culture
Owner:	VP FA
Current Approved Date:	Aug 26, 2019

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### **POLICY STATEMENT**

New Brunswick Community College (NBCC) supports entrepreneurship, as it is one of the key components to fulfilling our commitment to our learners and our communities. Entrepreneurial leave enables employees to pursue innovative College-approved endeavours that will enhance their knowledge and skills for their employment with NBCC.

### **PURPOSE**

Entrepreneurial leave is a form of leave without pay for a period of up to one year, which may be approved for employees who wish to leave their employment at NBCC to start a business or to explore feasibility of a new business in New Brunswick.

### **SCOPE AND LIMITATIONS**

This policy applies to regular and term employees at NBCC. Employees must be employed for more than 12 months as part of the qualification to apply. For term employees, the duration of leave cannot exceed the end of the term employment.

Unionized employees should refer to their collective agreements for provisions, which are specific to their bargaining units.

The number of leaves granted each year is at the discretion of the College and based upon available resources and merits of the applications.

The length of approved leaves is up to 12 months in duration.

#### **1.0 DEFINITIONS**

Not applicable.

#### **2.0 IMPLEMENTATION**

##### **2.1 Benefits for the employee**

The following are benefits to the employee provided by entrepreneurial leave:

- a) subject to organizational changes, a guarantee of employment at a mutually agreed level upon return to work
- b) an opportunity to continue participation in the group insurances and health care plan while on leave, in accordance with the plan provisions.

##### **2.2 Conflict of interest guidelines**

The Conflict of Interest policy 4128 applies as follows:

- a) The nature of the business being initiated by the employee should not involve a conflict of interest in relation to employment responsibilities and access to information as an employee of NBCC.
- b) Applicants should be advised that any business plans, which involve contracts for goods/services or grant/loan applications with the NBCC, will be subject to stringent scrutiny for conflict of interest.

### 2.3 Return to work guidelines

An employee who returns to work:

- a) will be assigned a position at the same location however, because of possible organizational changes, it may not be possible to assign the employee the same duties and position title
- b) must ensure that business commitments do not in any way conflict or interfere with their work for NBCC.

### 2.4 Approval process

The following is the process for the request and approval of entrepreneurial leave:

Step	Who Does It	What Happens
1	Employee	<ul style="list-style-type: none"> <li>• Makes a request to their manager, in writing, outlining the nature of the business and the period of leave requested.</li> <li>• Completes the Request for Leave form.</li> </ul>
2	Manager	<ul style="list-style-type: none"> <li>• Reviews request and determines adherence to this policy.</li> </ul>
3	Vice-President of Employee and Student Development	<ul style="list-style-type: none"> <li>• Reviews the request and gives final approval.</li> <li>• If granted, gives employee approval in writing specifying:                             <ul style="list-style-type: none"> <li>○ the period of the leave, and</li> <li>○ the nature of the reemployment guarantee. That is, understand that the same duties and position title may not be available on return.</li> </ul> </li> </ul>

## 3.0 OTHER RELATED DOCUMENTS

Request for Leave (4100.4693)