
Leaves of Absence for Administrative, Professional and Technical Employees

Human Resources & Organizational Development (HROD)

Policy

1.0 Purpose

- 1.1 The University may authorize absences from work and, in so doing, shall strive for consistency in the administration of such leaves.

2.0 Applicability

- 2.1 University-wide
- 2.2 This policy statement applies to all employees (with the exception of the President, the Vice-Presidents, Deans, Associate Deans, and Assistant Deans) of the University of New Brunswick who are not covered by a collective agreement. This group is defined as the Administrative, Professional and Technical Group for the purpose of this policy.

3.0 Definitions

- 3.1 **BEREAVEMENT LEAVE:** An employee may be granted a leave of absence with pay of up to five (5) consecutive work days in the event of a death in the immediate family. In special circumstances, additional time may be granted for travel time.
- 3.2 **EMERGENCY LEAVE:** An employee may be granted a leave of absence with pay of up to one (1) day when prevented from reporting for work because of circumstances beyond the employee's control, for example, extreme weather conditions.
- 3.3 **JUROR OR COURT LEAVE:** The University shall pay an employee who is required to serve as a juror or to attend court as a witness in a court of justice or before any legal or statutory body in Canada with power to compel the attendance of witnesses before it, the difference between the employee's normal earnings and the payment received by the employee for such service. The employee shall present proof of service and the amount of pay received. The employee shall give the supervisor as much notice as possible for court leave.
- 3.4 **CONVOCATION OR ENCAENIA LEAVE:** An employee who is to be a degree recipient, or who has a close relative or a significant other receiving a degree at the University of New Brunswick or Saint Thomas University, may be allowed one day off work with pay, to attend the ceremony at which the degree will be awarded.
- 3.5 **GENERAL LEAVE OF ABSENCE WITH PAY:** Normally, the above leaves will be the only paid leaves approved by the University. Vacation time, banked overtime or an exchange of time-off for time worked are the other normal means of handling requests for time-off with pay. However, a general leave with pay may, in special circumstances, be approved by the University.

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- 3.6 GENERAL LEAVE OF ABSENCE WITHOUT PAY: Applications for leaves of absence without pay may be approved by the University. Normally, such leaves will be of a short duration. During a leave of absence without pay, the employee may retain the insured benefits but they must be paid fully by the employee. Arrangements for prepayment are to be made with the Department of Human Resources & Organizational Development.

4.0 Implementation

- 4.1 REQUESTING LEAVES OF ABSENCE: Requests for any leaves of absence of one half day or more set out in this policy are to be presented to the employee's supervisor on the "Application for Leave (Support Staff)" form. This form is available from the Department of Human Resources & Organizational Development.
- 4.2 APPROVAL OF LEAVES OF ABSENCE: Instructions on the back of the "Application for Leave (Support Staff)" form describe the process for completion of the form and for approval of the leave. Upon completion, forms are forwarded to the Department of Human Resources & Organizational Development in order for the leave to be recorded.

5.0 Interpretation and Questions

- 5.1 The Department of Human Resources & Organizational Development is located in Room 102 of the Physics and Administration Building in the Integrated University Complex on the Fredericton Campus. Questions concerning this policy may be directed to the Human Resources Consultant, (Employee Relations & Salary Administration) at 453-4648.