



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: SPECIAL LEAVE WITHOUT PAY

Procedure No.	HR-402-PR	Division	Human Resources
Supersedes	n/a	Board Policy Ref.	n/a
Related Policy	HR-402	Effective Date	January 23, 2017

PROCEDURE

1.0 Process

Requests for special leave without pay will be considered on an individual basis. The President of the College will take into account the operational requirements of the College when considering leave requests.

- A. The employee will present a request in writing to the immediate supervisor using the Leave of Absence (LOA) request form available from Human Resources.
- B. The supervisor will consider the request in consultation with the Vice President responsible for the program or service area in which the employee works.
- C. If the Vice President is recommending the request for approval, the request will be forwarded to the President for final approval. The Vice President will communicate to the employee if they are denying the leave request.
- D. The President, with the final decision to approve or deny the leave request, will communicate to the employee.

2.0 Benefits and Entitlements

- A. Employees who use 20 days or fewer of special leave without pay in any fiscal year will maintain their full entitlement of annual leave, sick leave and/or paid leave credits.

- B. Employees who use 21 or more days of special leave without pay in any fiscal year will have their annual leave, sick leave and/or paid leave entitlements reduced proportional to the total number of special leave without pay days taken in excess of 20 days.
- C. Employees cannot accrue or use sick leave, annual or paid leave during periods of special leave without pay.
- D. Upon return to work, employees may have the leave period credited for pension purposes. Employees who elect in writing, within 90 days, may purchase the period of leave by paying contributions that would have been paid had the employee not gone on leave. The employer will match this amount. Employees who elect to purchase pension credits after 90 days will be required to pay the full actuarial cost of the service.
- E. Upon return from leave, employees will not lose any benefits accrued at the commencement of the period of special leave without pay.
- F. Employees on special leave without pay for periods of five days or less will receive payment for any holiday that occurs during that special leave without pay.

Approval History
Approved by President January 23, 2017