4.1 – Policy on Leave of Absence Without Pay

Purpose

Through this policy Wesley College (“Wesley” or the “College”) seeks to establish a policy on Leave of Absence Without Pay.

Applicability

This Policy applies to all full time, regular, 12-month Wesley College staff.

Policy Statement

A leave of absence without pay of up to six (6) months may be granted for pre-approved business reasons. The employee is expected to return to regular employment upon completion of the specific leave period however the employee may not return to his/her previously evacuated position. Every effort will be made to placing the employee in the same position however the employee will be returned to a comparable position. Vacation and sick leave will not accrue during a leave of absence without pay. Employee contributions to benefit plans must be maintained.

Granting of requests for a leave of absence without pay shall be at the discretion of the President or designee after consideration and determination of the following:

The employee shall:

• hold a regular full-time position, and
• have completed a total of at least twelve (12) months of service, and
• have a satisfactory record of work performance, and not an abusive record of accrued leave

Granting of the request shall not disrupt or interfere with the operations or work schedules of the institution or institutional unit.

Reasons for Leave

A leave of absence without pay may be requested by an eligible employee for reasons such as:

1. professional activities related to academic research, advanced study, career development, or other professional activities that are determined by the College’s President or designee to be of benefit to Wesley College;
2. anticipated low demand for the employee's services during slow periods in the College’s or unit's operations (seasonal leave), or
3. other activities as determined to be appropriate by the President or designee.